



To Members of the Town Business Committee

You are hereby summoned to attend a meeting of the Committee to be held Monday 1<sup>st</sup> June 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Committee Members:**

Councillors: John Callinan, Keren Capeling, Carol Kambites (Committee Vice Chair), John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (Committee Chair)

All residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

*Carlos Novoth*

Town Clerk  
25<sup>th</sup> May 2026

---

*Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.*

---

**A G E N D A**

- B/1020** To vote in the Business Committee Chair
- B/1021** To vote in the Business Committee Vice Chair
- B/1022** To receive apologies
- B/1023** To receive Declarations of Interest
- B/1024** To approve the minutes of the Business Committee meetings held on 7<sup>th</sup> April and 5<sup>th</sup> May '26.
- B/1025** Matters arising
- B/1026** To receive the latest budget position
- B/1027** To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments
- B/1028** To consider and approve a funding grant for:
- The Walking Festival
  - Canal Festival organised by St Cyr's Church
- B/1029** To receive and comment on the 4<sup>th</sup> quarter Internal Control Checks for 2025/26
- B/1030** To receive and comment on GALC's (Gloucestershire Association of Local Councils) Internal Audit report for the 2025/26 financial year

- B/1031** To recommend for council approval the 2025/26 Year End Accounts, Balance Sheet and Bank Reconciliation
- B/1032** To recommend for council approval the Annual Governance Statement for the 2025/26 financial year
- B/1033** To recommend for council approval and signing of the 2025/26 Accounting Statements by Resolution.
- B/1034** To recommend for council approval dates for the 'Exercise of Public Rights'
- B/1035** To approve the award of a contract for the removal of Himalayan Balsam from Stagholt Brook
- B/1036** To review the council's Earmarked and General Reserves
- B/1037** To approve a new task and finish group to review the Saturday Market
- B/1038** To consider a written request by 'Hope for Tomorrow Cancer Care Charity' to locate one or more textile banks on Town council land
- B/1039** To receive 'The Door's' 4<sup>th</sup> Quarter report for 2025/26
- B/1040** To receive an update from HR Sub Committee
- B/1041** To receive updates from the following working groups:
1. Climate Change Action Forum
  2. Communications
  3. Oldends Lane Development
  4. Support Stonehouse
  5. Youth
  6. Policy
  7. Internal Control Checks (ICC)
  8. Local Government Review
- B/1042** To note the date of the next meeting - Monday 6<sup>th</sup> July 2026

Notes on Agenda items, BC Monday 1<sup>st</sup> June 2026

<b>B/1024 Minutes</b>	Draft Minutes in supporting papers
<b>B/1025 Matters arising</b>	<ul style="list-style-type: none"> <li>• Canal Festival grant application resubmitted to BC following GALC advice</li> <li>• Insurance company advised of council decision to renew insurance</li> <li>• Citizens advice, Stonehouse Schools Trust advised on successful grant applications</li> <li>• Youth pod repairs contractor made aware of decision to pay additional costs</li> <li>• Meeting yet to be arranged to discuss Financial Risk Assessment</li> <li>• Officers received input from Peninsula re HR Policies</li> </ul>
<b>B/1026 Budget</b>	See attached budget report
<b>B/1027 Payment lists</b>	Members to note that papers will include the following: <ul style="list-style-type: none"> <li>• <b>Payment list for all BACS payments requiring approval</b></li> <li>• <b>Payment list for debit card payments already made but requiring retrospective approval</b></li> </ul>
<b>B/1028 – Grant Apps</b>	See attached applications and accounts for the Walking Festival and Canal Festival.
<b>B/1029 – ICC</b>	See attached report covering last quarter of 2025/26 financial year
<b>B/1030 – Internal Audit</b>	See independent internal audit report from GALC for the 2025/26 financial year
<b>B/1031 Year end accounts</b>	See attached Year end accounts including ‘Financial Summary – Cashbook’, ‘Bank Reconciliation’ and ‘Consolidated Balance Sheet’
<b>B/1032 – Annual Gov Statement</b>	See on attached AGAR form 3 as required by the external auditor
<b>B/1033 – Accounting statement</b>	See on attached AGAR form 3 as required by the external auditor
<b>B/1034 – Public rights</b>	See attached advert to raise public awareness to examine the council’s accounts
<b>B/1035 – Himalayan Balsam</b>	To date only one quotation has been received from JPR Environmental – two further quotes are expected hopefully within the next few days. However in light of the immediacy of the issue, a decision will need to be reached at BC at its meeting on 1 <sup>st</sup> June – quotes will be presented at the meeting.
<b>B/1037 - Market working group</b>	In light of the issues raised at a previous full council meeting, BC may wish to approve a new task and finish working group to consider future arrangements in relation to the Council’s Saturday Market
<b>B/1038 – Textile banks</b>	See attached email from Hope for Tomorrow Cancer Care Charity requested permission to install a textile bank on council land
<b>B/1039 – The Door 4<sup>th</sup> Quarter report</b>	See attached report
<b>B/1040 - HR</b>	The update will be provided verbally
<b>B/1041 – Youth working group</b>	See attached minutes



**Minutes of a Town Business Committee Meeting held on Tuesday 7<sup>th</sup> April 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA**

**Present:** Councillors John Callinan, Keren Capeling, John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (Chair of Committee).

**In Attendance:** Town Clerk; Town Councillors David Drew and Simon MacGregor; Glos County Councillor Dean Botterill; representatives of Stroud Cricket Club and several members of the public

**All residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.**

---

***Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.***

---

ClIrr Dean Botterill questioned the value to be gained from undertaking air pollution monitoring in the community and asked whether the work was a town council initiative or it had been asked for by another organisation. It was confirmed that this was a town council initiative to improve air quality in the town

Town Councillor Simon MacGregor raised concern about the parking issues in Gloucester road and the desperate need for off road parking. He commented that the row of red brick houses further up the road were provided with off road parking by Glos County Council many years ago but due to reasons, the parking arrangement was not replicated at the lower set of properties. Residents' experiences of parking on the roadside include cars being damaged and written off and hit and runs including many near misses to adults and children having to walk between vehicles. In addition, there was no way for residents to use electric vehicles. A local resident had echoed the issues explaining that local residential roads were being adversely impacted by the parking issue. Attempts have been made in the past to secure planning approval but to date they have been unsuccessful. It was suggested that GCC should have spent the money used for the very short cycle path in Standish, could have been better used on this parking issue. A question was raised by a further resident about the suggested progress made by the previous county councillor on the parking issue - it was confirmed that the town council knew of no progress on this issue. The current county councillor confirmed that he knew of no progress. It was recommended that parking in this area be referred to the town council's Transport and Highways working group

The Chair brought the public question time to an end thanking all participants for their input

**B/988 To receive apologies**

Apologies were received from Cllr Carol Kambites

**B/989 To receive Declarations of Interest**

There were no declarations of interest - It was noted that as Agenda Item B/995(2) referred to a grant application applied by the Parents Teachers Association of Park Infant School and not the school itself, Cllr John Parker, as governor of the school, had no interest to declare

**B/990 To approve the minutes of the Business Committee meeting held on March 2026**

Committee APPROVED the minutes as a true and accurate record of the meeting

Following agreement by Committee, the Chair brought forward agenda items B/995 and B/999 respectively as requested by representatives of Stroud Cricket Club and Non Committee Members wishing to speak on the parking issue

**B/995 To approve the following grant applications:**

**1. Stroud Cricket Club (2 Applications)**

Club representatives were present to answer questions. It was stated that the club had many teams including a women's team; they have a number of Stonehouse residents within each cricket team citing approximately 15% of the youth teams were made up of youngsters from Stonehouse. It was suggested that the club had substantial sums already in their reserves; they commented that it was decided to focus on stabilising the club's financial position over the next year reducing player costs and contracting costs by bringing contract work in-house. The club highlighted their problem with two main parts of the roof leaking - two options had been provided by a builder, both costing substantial amounts; they were unfortunately having to reply on contracting out the work in light of their being no building experience within the volunteer base. The club confirmed that their sponsors were being approached along with Stroud Town Council for funding. Asked if the rest of the building was in good order, the representatives confirmed that it was.

In stating that the town council responds well to grant applications but that he could not advocate providing the full amount asked for, Cllr John Callinan proposed a grant of £1,000 to help with the club's costs in light of it being the closest cricket club to Stonehouse. It was further proposed to increase the grant amount to £2,000; the further proposal was seconded - all voted in favour.

Committee APPROVED a grant of £2,000 to help with the necessary roof repairs.

The representatives thanked the committee and stated that they really appreciated the award and would therefore withdraw their second grant application for player kit.

## **2. Stonehouse Park Federation School**

It was clarified that the grant application had been applied for by the school's Parents Teachers Association (PTA) and not the school itself. Whilst the application was made for only £60, committee agreed that it could not award a grant in arrears. Committee also felt that the value of the PTA's event was really worth supporting in future and had therefore committed a total of £120 for the event in the 2026/27 financial year. Committee **APPROVED** the award of £120 to Stonehouse Park Federation School's Parent Teachers Association for financial year 2026/27

## **3. Great Western Air Ambulance Service**

It was acknowledged that the town council had awarded a grant to the service in financial year 2025/26; whilst the service was operated outside the Stonehouse community, it did provide much needed support to preserve human life and as such needed supporting financially. Committee therefore **APPROVED** a grant award of £1,000 to the Great Western Air Ambulance Service.

## **B/999 To discuss and consider the need for a widescale parking review for the town**

Council resolved to refer this agenda item to Business Committee at its last meeting. Councillor David Drew was invited to speak on the item; he highlighted the many parking issues that existed around the community and amplified the comments made by members of the public at the commencement of the meeting in relation to Gloucester road. He further commented on

- problems that may be created by the development of the planned new care home at Elm road;
- the fact that planning apps should consider current parking issues
- GCC will only look at whole schemes not road by road.
- the High street car park managed by Stroud District Council - this was once a paid for car park reverting to a non paying one (comment was made by another cllr that significant improvements have been made recently in relation to the long stay portion allowing businesses greater chances of finding parking spaces).
- parking problems around schools especially outside Park school and the Shrubberies
- the impact of rail users on nearby residential roads
- inadequate parking for local High street businesses

Cllr Drew stated that a parking review should take place for the whole town with expert help. The council should not avoid looking at the issue. This view was supported by the Chair of Council with a view to considering public transport, use of shared vehicles and other options. Cllr John Callinan stated that this was not an issue that the town council could resolve by itself but

help and support needs to be provided by the county council as highways authority.

Committee **REFERRED** the matter to the council's Transport and Highways working group with consideration given to active travel.

Cllr Drew thanked the committee for hearing his concerns and that of local residents and then left the meeting

**B/991 Matters arising**

Officers provided the following update:

- The thermal Imaging device has been purchased and is ready for use
- The new three year gas supply contract has been signed by the Clerk
- The updated policies have been forwarded for updating onto the council's website
- Leases for Stonehouse Town Football Club and Magpies Social Club are now nearing completion and will be ready for signing by the end of the month
- All Assertion 10 requirements for 2026/27 have been sufficiently complete

**B/992 To receive the latest budget position**

The Clerk confirmed that income from investments not yet been confirmed. The reserves for budget codes 1120 (elections) and 1140/9 Septic tank) would need final adjustment. Final outcome figures for the year will become known following account closure in the coming weeks. Committee **NOTED** total 'Actual Net' Expenditure of £427,404.75; total 'Actual Net' Income of £452,551.61 and total Reserve movement of £43,607.17

**B/993 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** BACS payment totalling £17,081.54

Committee also **RETROSPECTIVELY APPROVED** Debit card payments totalling £495.18

Committee **APPROVED** the repayment of £72 to a stallholder that had made a duplicate payment at the last Goodwill event

**B/994 To recommend for council approval standing order and direct debit payment arrangements for the 2026/27 financial year**

Committee **RECOMMENDED** town council approve the list of Direct Debits and Standing Orders to be applied to the council's payment regime for the 2026/27 financial year

**B/995 To approve the following grant applications:**

1. Stroud Cricket Club (2 Applications)
2. Stonehouse Park Federation School
3. Great Western Air Ambulance Service

This agenda item was brought forward - see notes of discussion above

**B/996 To receive an update relating to the installation of additional flagpoles on the Town Green and establish core requirements**

The Clerk provided an overview of the priced information he had secured to date. Prices from various suppliers related to two options based on the following assumptions - flagpoles needed to be erected elsewhere on the green other than the location of the current flagpole due to the presence of overhead cables and, the central flagpole would either be 11 metres or 8 metres in height and the remaining two poles would be shorter. Pricing would include installation of two new poles and the relocation of the existing pole and that prior to installation, ground checks for the presence of utility services would be undertaken by the installers (this would be standard practice). The Clerk stated that there were a number of issues that he needed direction on and that these had been presented in supporting papers to the committee.

Committee members discussed forming a new working group to consider this matter (the existing flag response working group which was set up on a task and finish basis no longer existed), but it was suggested a councillor may submit a motion on this issue and so it would not be necessary to form a working group - the motion would consider the placement of the three flagpoles and whether it would be necessary to light up the Union flag at night. (Whilst current Government guidance identifies that lighting a raised Union flag at night on a Government building was necessary, the guidance omits to identify requirements, if any, to Union flags raised on ground installed flagpoles).

Cllr John Parker stated that he would put forward a motion for a future meeting of the town council on this issue.

**B/997 To receive quotations for undertaking air pollution monitoring within Stonehouse and approve the contract award to the preferred contractor**

The value offered by this work to the community was questioned. The Clerk advised that a baseline had been created back in 2022/23 for certain areas of the community where it was felt that traffic based air pollution was thought to be most harmful to local residents. This follow up monitoring would be used as a comparison to see whether pollution had worsened or improved - this would then become the focus of future improvement campaigns. It was thought that Stroud District Council was periodically conducting local air monitoring in relation to potential impacts from the incinerator at Javelin Park. The Clerk was tasked with finding further information on this.

The matter was **DEFERRED** to a further committee meeting once the information was secured and reported

**B/998 To consider and approve the council's response to Stroud District Council's consideration of the closure of Stratford Park Lido**  
Committee was aware of a meeting to be held by Stroud District Council within the next two days where more would be known about its latest position on the opening of the Lido. Committee agreed to consider the matter once the revised position was known~~did not agree a response for council to approve.~~

Formatted: Indent: Left: 0 cm, First line: 0 cm

**B/999 To discuss and consider the need for a widescale parking review for the town**

Agenda item was brought forward - see above for discussion details

**B/1000 To recommend Council approve the reinstatement of signs at each entrance to Laburnum Recreation ground requiring dogs be kept on leads**

Councillor John Callinan had checked the Gloucestershire Archives to determine whether the town council had secured a past local byelaw requiring dogs to be kept on leads whilst being exercised at Laburnum playing field; **his findings confirmed that a Byelaw was secured under the 1982 Act.** He commented that further work on this matter was required and that his findings would be reported back to Committee.

The Clerk stated that he had discussed the issue of byelaws and the more up to date Public Space Protection Orders (PSPOs) with the lead environmental Health officer at Stroud District Council and that the PSPO may have superseded any byelaw that may have existed; he further mentioned that it was unlikely that a future PSPO would enable the town council to restrict dogs to leads whilst being walked in Laburnum playing field.

Committee **DEFFERED** the matter to a future committee meeting once further information was gathered.

It was acknowledged that local residents and in particular elderly residents and children have reported feeling concerned about dogs that have been let loose to run around the playing field by their owners and that this had on occasion prevented them from using the ground

Formatted: Font colour: Red

**B/1001 To review the council's current market licence agreement with stall holders for the town market**

There was concern in relation to recent changes to the Market Stallholders agreement with the town council in that a recent decision by the Clerk to restrict stall holders attending the market to those that did not conflict with products sold in the High street shops or by other stall holders, was questioned. The condition used by the Clerk had been included in a revised licence that had yet to be taken to council for approval; **the Clerk did confirm that the revised Licence Agreement had not been approved by council but had been applied for at least the past twelve months - the Clerk apologised for this.** Realising this, the Clerk has now sought approval. The rationale was explained but it was determined by Committee to revert to the council's old licence conditions (It was clear that would require stallholders to sign the old licence agreement previously approved by council). Further to this, it was agreed that stall holders will be able to use the Green, understanding that there may be a requirement by council to cease the use of the green during bad weather in order to protect it. It was made clear that in such an event, market stallholders will not be licensed to operate from the hardstanding in future.

Committee **RESOLVED** to remain with the council's original licence conditions

**B/1002 To receive an update on the council's progress towards meeting the requirements of Assertion 10 of the Annual Governance and Accountability Return (AGAR)**

The Clerk thanked Cllrs for their efforts to ensure compliance with training requirements for March 2026. The council had now met all its requirements to satisfy internal audit for the 2025/26 financial year. Further improvements were required for the following financial year 2026/27.

**B/1003 To receive updates from the following working groups:**

1. **Climate Change Action Forum**  
The forum had met recently
2. **Communications**  
The working group had not met
3. **Oldends Lane Development**  
A copy of the minutes from the last meeting had been provided presented the latest developments - the next meeting was scheduled for Friday 10<sup>th</sup> April - Cllr Callinan invited other cllrs to turn up to the working group's future meetings
4. **Support Stonehouse**  
The working group had not met
5. **Youth**  
Town Cllrs attended the golden hinge award run by the door
6. **Policy**  
The policy register has identified the work to be undertaken in the 2026/27 financial year
7. **Internal Control Checks (ICC)**  
Quarterly bank reconciliations have not yet be undertaken
8. **Local Government Review**  
Cllr Carol Trim will be attending the Gloucestershire Association of Local Councils Local Government Reorganisation seminar in April '26

**B/1004 To note the date of the next meeting - Tuesday 5<sup>th</sup> May 2026**

Committee NOTED the date of the next meeting. The meeting ended at 9.20pm



**Minutes of a Town Business Committee Meeting held on Tuesday 5th May 2026 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA**

**Present:** Councillors John Callinan, Carol Kambites, John Parker, Val Randell, Keith Terry, Carol Trim and Theresa Watt (Chair of Committee).

**In Attendance:** Deputy Clerk; representative of Stonehouse School Trustees

**All residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.**

---

***Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.***

---

**B/1005 To receive apologies**

Apologies were received from Cllr Keren Capeling

**B/1006 To receive Declarations of Interest**

Councillor John Parker declared an interest in Agenda Item **B/1011**, as he has a personal interest in the trees referenced within the Stonehouse School Trustees grant application, having previously been consulted on this matter.

**B/1007 To approve the minutes of the Business Committee meeting held on Tuesday 7<sup>th</sup> April 2026**

Councillor Callinan said that he was intending to vote against the acceptance of the minutes and requested that his vote be recorded. Councillor Parker expressed he had questions regarding the minutes and therefore requested to abstain from voting. One additional councillor also requested to abstain, having been absent from the previous meeting. As a result, the Committee **DEFERRED** approval of the minutes to the next Business Meeting.

By agreement of the Committee, the Chair brought forward agenda item **B/1011** due to the attendance of the Stonehouse School Trustees' representative.

**B/1011 To approve the following grant application:**

- Stonehouse School Trustees

The representative of the Stonehouse School Trustees began by thanking the Council for the grant previously received. He explained that, following the Council's advice to seek further expert guidance, he had returned to request an additional grant to support remedial works to one of the London Plane Trees on Elm Road. The works are required to maintain the health of the tree and to address health and safety concerns due to its proximity to the road.

The Council **RESOLVED** to approve a grant of £398 for the necessary tree works.

Chair resumed the agenda.

#### **B/1008 Matters arising**

Committee noted the matters arising as detailed in the supporting papers:

- Recipients of council grants have been notified of the awards
- Market stallholders to be notified of the need to sign the old market licence.
- Officers are making enquiries with the Competition Markets Authority with regards to recent statements made in relation stallholder restrictions
- Much needed repair works to the Pod building have now been successfully completed

Councillor Parker asked whether the market stallholders had signed the old market licenses yet - officers to investigate.

#### **B/1009 To receive the latest budget position**

The Committee received the 2025/26 budget. Councillor Callinan stated that he required clarification on certain points and would arrange a meeting with the RFO.

Committee received the latest budget position for 2026/27 and **NOTED** total 'Actual Net' Expenditure of £41,046.18; total 'Actual Net' Income of £0 and total Reserve movement of £0.

#### **B/1010 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** BACS payment totalling £17,264.07.

Committee also **RETROSPECTIVELY APPROVED** Debit card payments totalling £776.82

#### **B/1011 To approve the following grant applications:**

##### **1. Citizens Advice**

The Committee considered a grant application for £1,595 and agreed that Citizens Advice is a very worthwhile organisation. It was proposed and **APPROVED** that the grant be increased to £2,000.

## **2. Stonehouse School Trustees**

This item was brought forward - see notes of discussion above

## **3. Stonehouse Canal Festival**

The Committee discussed the grant application at length, particularly the legal issues regarding councils being unable to provide funds directly to churches. The Committee **AGREED IN PRINCIPLE** to support the Canal Festival, subject to identifying a legally compliant means of doing so.

### **B/1012 To approve additional payment for recent cladding works to the Youth Pod**

Committee discussed the very good work that has been completed on the Pod building and agreed that it was much improved.

Committee **APPROVED** the additional payment of £554.80 to Marlyn Homes.

### **B/1013 To consider recommending to Council the early renewal of the council's electricity supply contract from 1<sup>st</sup> April 2027**

The Committee fully considered this item and agreed that electricity prices are unlikely to decrease. The Committee **RECOMMENDED** that officers research energy companies directly, rather than using brokers, and report back to the Business Committee at a later date.

### **B/1014 To consider recommending to Council the 2026/27 Financial Risk Assessment**

Committee considered the Financial Risk Assessment and **RECOMMENDED** that Councillors John Callinan, Carol Kambites, John Parker and Theresa Watt meet with the Town Clerk to discuss the Financial Risk Assessment and any potential amendments, as they felt it needed more detailed consideration.

### **B/1015 To consider recommending to Council the renewal of the council's Public Liability and Employee Liability insurance cover for 1<sup>st</sup> June 2026 to 31<sup>st</sup> May 2027**

Committee **RECOMMEND** council approve the renewal of the council's Public Liability and Employee Liability insurance cover for 1<sup>st</sup> June 2026 to 31<sup>st</sup> May 2027 at a cost of £9,533.78.

### **B/1016 To consider for recommendation to Council the following updated HR policies:**

- **Training Policy**
- **Induction Policy**
- **Staff Supervision and Development Policy**

The Committee reviewed the policies and identified several amendments. It was therefore proposed that the policies be referred to Peninsula, the

Council's HR advisors, for review before returning to the HR Working Group for further consideration.

**B/1017** To approve the annual Subscriptions for the 2026/27 financial year  
Committee **APPROVED** the annual Subscriptions for the 2026/27 financial year, with the exception of Survey Monkey, as it was considered unnecessary.

**B/1018** To receive updates from the following working groups:

1. **Climate Change Action Forum**  
The working group had not met.
2. **Communications**  
The working group had not met
3. **Oldends Lane Development**  
The Working Group has met, and the minutes will be included in the next meeting
4. **Support Stonehouse**  
The working group has met with and resolved to meet in September to prepare an inclusion into Stonehouse News in the autumn.
5. **Youth**  
The Working Group has met, and the minutes will be included in the next meeting
6. **Policy**  
The working group had not met.
7. **Internal Control Checks (ICC)**  
The Internal Control Checks have been undertaken, and the report will be included in the next meeting.
8. **Local Government Review**
9. The working group had not met.

**B/1019** To note the date of the next meeting - Monday 1<sup>st</sup> June 2026.  
Committee **NOTED** the date of the next meeting.

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		2026/2027	Reserve	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£433,387.00	£0.00	£216,693.50	£-216,693.50	-50.00%
105	Newsletter Advertising	£0.00	£0.00	£0.00	£0.00	0.00%
120	Feed-in Tariff from Town Hall	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£-600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£-200.00	-100.00%
127	STFC Electric Recharge	£2,500.00	£0.00	£289.05	£-2,210.95	-88.44%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	£-6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£-637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
150	Community Centre Lease	£500.00	£0.00	£0.00	£-500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£0.00	£-3,000.00	-100.00%
160	Misc Income	£500.00	£0.00	£0.00	£-500.00	-100.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£-2,000.00	-100.00%
178	CCLA Interest	£18,000.00	£0.00	£0.00	£-18,000.00	-100.00%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
179	Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
<b>Total Town Business Committee</b>		<b>£479,324.00</b>	<b>£0.00</b>	<b>£216,982.55</b>	<b>-£262,341.45</b>	<b>-54.73%</b>

### EXPENDITURE

#### Town Business Committee

1000	Salaries					
1000/1	Contracted staff	£232,144.00	£0.00	£33,408.30	£198,735.70	85.61%
1000/2	Locum	£0.00	£0.00	£0.00	£0.00	0.00%
1000/3	Short term contracted staff	£0.00	£0.00	£0.00	£0.00	0.00%
1000	Total	<u>£232,144.00</u>	<u>£0.00</u>	<u>£33,408.30</u>	<u>£198,735.70</u>	<u>85.61%</u>
1010	Training & Recruitment					
1010/1	Contracted Staff	£2,000.00	£0.00	£45.00	£1,955.00	97.75%
1010/2	Councillors	£1,000.00	£0.00	£245.00	£755.00	75.50%
1010	Total	<u>£3,000.00</u>	<u>£0.00</u>	<u>£290.00</u>	<u>£2,710.00</u>	<u>90.33%</u>
1020	Health & Safety	£2,500.00	£0.00	£0.00	£2,500.00	100.00%
1030	Professional Fees	£6,000.00	£0.00	£2,851.13	£3,148.87	52.48%
1040	IT support					
1040/1	General	£6,750.00	£0.00	£536.92	£6,213.08	92.05%
1040/2	Website	£1,300.00	£0.00	£111.00	£1,189.00	91.46%
1040/3	Newsletter	£0.00	£0.00	£0.00	£0.00	0.00%
1040/4	Phones	£600.00	£0.00	£32.67	£567.33	94.56%
1040/5	Printing	£0.00	£0.00	£53.83	-£53.83	0.00%
1040	Total	<u>£8,650.00</u>	<u>£0.00</u>	<u>£734.42</u>	<u>£7,915.58</u>	<u>91.51%</u>
1050	Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1060	Grants					
1060/1	One-Offs	£10,000.00	£0.00	£3,120.00	£6,880.00	68.80%
1060/2	Long-Term	£10,000.00	£0.00	£5,500.00	£4,500.00	45.00%
1060	Total	<u>£20,000.00</u>	<u>£0.00</u>	<u>£8,620.00</u>	<u>£11,380.00</u>	<u>56.90%</u>
1070	Town Hall/Library Shared Costs					
1070/1	Rates	£5,300.00	£0.00	£4,154.80	£1,145.20	21.61%
1070/2	Water	£800.00	£0.00	£64.61	£735.39	91.92%
1070/3	Electric	£3,000.00	£0.00	£234.64	£2,765.36	92.18%
1070/4	Gas	£2,500.00	£0.00	£105.15	£2,394.85	95.79%
1070/5	Interior Maintenance (reactive)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/6	Interior Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1070/7	Waste Collection	£100.00	£0.00	£0.00	£100.00	100.00%
1070/8	Security	£300.00	£0.00	£0.00	£300.00	100.00%
1070	Total	<u>£14,000.00</u>	<u>£0.00</u>	<u>£4,559.20</u>	<u>£9,440.80</u>	<u>67.43%</u>
1080	Town Hall/Library STC costs					
1080/1	Exterior Maintenance/Cleaning	£1,000.00	£0.00	£40.00	£960.00	96.00%
1080/2	Interior Cleaning	£2,100.00	£0.00	£175.22	£1,924.78	91.66%
1080	Total	<u>£3,100.00</u>	<u>£0.00</u>	<u>£215.22</u>	<u>£2,884.78</u>	<u>93.06%</u>
1090	Admin Expenses					
1090/1	Paper	£300.00	£0.00	£28.00	£272.00	90.67%
1090/2	Other	£1,000.00	£0.00	£315.17	£684.83	68.48%
1090/3	Printing and Delivery of Newsletters	£8,000.00	£0.00	£1,060.00	£6,940.00	86.75%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
		£0.00	£0.00	£0.00	£0.00	0.00%
1090/4	Travel expenses	£0.00	£0.00	£0.00	£0.00	0.00%
1090	Total	£9,300.00	£0.00	£1,403.17	£7,896.83	84.91%
1100	Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110	Travel Costs/Staff & Councillors	£200.00	£0.00	£0.00	£200.00	100.00%
1120	Election Costs	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140	Pavilion Overheads					
1140/1	Rates	£0.00	£0.00	£0.00	£0.00	0.00%
1140/2	Water	£2,000.00	£0.00	£158.43	£1,841.57	92.08%
1140/3	Electric	£6,300.00	£0.00	£511.46	£5,788.54	91.88%
1140/4	Cleaning	£1,500.00	£0.00	£115.00	£1,385.00	92.33%
1140/5	Maintenance (reactive)	£2,000.00	£0.00	£180.00	£1,820.00	91.00%
1140/6	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1140/7	Waste Collection	£500.00	£0.00	£0.00	£500.00	100.00%
1140/8	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1140/9	Septic Tank	£0.00	£0.00	£590.00	-£590.00	0.00%
1140	Total	£13,500.00	£0.00	£1,554.89	£11,945.11	88.48%
1150	Workshop Overheads					
1150/1	Water	£0.00	£0.00	£0.00	£0.00	0.00%
1150/2	Electric	£0.00	£0.00	£0.00	£0.00	0.00%
1150/3	Maintenance (Reactive)	£300.00	£0.00	£5,365.00	-£5,065.00	-1688.33%
1150/4	Maintenance (programmed)	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1150/5	Waste Collection	£1,800.00	£0.00	£0.00	£1,800.00	100.00%

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1150/6	Security	£200.00	£0.00	£0.00	£200.00	100.00%
1150	Total	£3,300.00	£0.00	£5,365.00	-£2,065.00	-62.58%
1160	Equipment & Vehicle Costs					
1160/1	Equipment and Vehicle costs	£700.00	£0.00	£0.00	£700.00	100.00%
1160/2	Maintenance	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1160/3	Fuel	£700.00	£0.00	£113.48	£586.52	83.79%
1160/4	Tax	£350.00	£0.00	£0.00	£350.00	100.00%
1160/5	MOT/Service	£600.00	£0.00	£0.00	£600.00	100.00%
1160	Total	£3,350.00	£0.00	£113.48	£3,236.52	96.61%
1170	Youth Centre Workers	£67,500.00	£0.00	£0.00	£67,500.00	100.00%
1180	Youth Centre Overheads					
1180/1	Rates	£1,400.00	£0.00	£1,701.70	-£301.70	-21.55%
1180/2	Water	£300.00	£0.00	£39.38	£260.62	86.87%
1180/3	Electric	£1,700.00	£0.00	£141.48	£1,558.52	91.68%
1180/4	Cleaning	£1,300.00	£0.00	£94.00	£1,206.00	92.77%
1180/5	Maintenance (reactive)	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
1180/6	Maintenance (programmed)	£1,500.00	£0.00	£0.00	£1,500.00	100.00%
1180/7	Waste collection	£300.00	£0.00	£0.00	£300.00	100.00%
1180/8	Security	£500.00	£0.00	£402.00	£98.00	19.60%
1180/9	IT costs	£1,100.00	£0.00	£0.00	£1,100.00	100.00%
1180	Total	£10,100.00	£0.00	£2,378.56	£7,721.44	76.45%
1200	Subscriptions	£3,500.00	£0.00	£92.00	£3,408.00	97.37%
1210	Insurances					

# Financial Budget Comparison

## for Town Business Committee

Comparison between 01/04/26 and 20/05/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/2027</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
1210/1	Public/Employee Liability	£8,000.00	£0.00	£0.00	£8,000.00	100.00%
1210/2	Buildings	£0.00	£0.00	£0.00	£0.00	0.00%
1210/3	Vehicle	£1,500.00	£0.00	£731.68	£768.32	51.22%
1210	Total	<u>£9,500.00</u>	<u>£0.00</u>	<u>£731.68</u>	<u>£8,768.32</u>	<u>92.30%</u>
1220	Project Planning & Delivery					
1220/1	OEL Car Park	£0.00	£0.00	£0.00	£0.00	0.00%
1220/2	Stagholt	£0.00	£0.00	£0.00	£0.00	0.00%
1220/3	Ship Inn site	£0.00	£179.50	£384.50	-£205.00	0.00%
1220/4	Court View	£0.00	£0.00	£0.00	£0.00	0.00%
1220/5	Great Oldbury	£0.00	£0.00	£0.00	£0.00	0.00%
1220	Total	<u>£0.00</u>	<u>£179.50</u>	<u>£384.50</u>	<u>-£205.00</u>	<u>0.00%</u>
1230	Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
<b>Total Town Business Committee</b>		<u>£418,624.00</u>	<u>£179.50</u>	<u>£62,701.55</u>	<u>£356,101.95</u>	<u>85.06%</u>
Total Town Business Committee In		£479,324.00	£0.00	£216,982.55	-£262,341.45	
Total Town Business Committee E		£418,624.00	£179.50	£62,701.55	£356,101.95	
<b>Total Net Balance</b>		<b>£60,700.00</b>		<b>£154,281.00</b>		

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

### BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
5004		£86.23	1090/2	14/05/26	Carlos Novoth - Expenses - bleach, toilet roll, handwash, fan heater etc	
		<b>£86.23</b>			- Total	
5005		£1,060.00	1090/3	19/05/26	MDL Kelex - Print Stonehouse News Issue 61 x 4000	28566
		<b>£1,060.00</b>			MDL Kelex - Total	
		£4,023.19			Confidential - Staff Costs	
<b>Total</b>		£5,169.42				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

### Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
5008		£180.00	1090/2	19/05/26	TV Licence - T V Licence - TH	
		<b>£180.00</b>			TV Licence - Total	
<b>Total</b>		£180.00				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation **STONEHOUSE WALKING FESTIVAL**  
(SEPT. 2026)

Name of person submitting application (inc. position in the organisation)

**JOHN CALLINAN ORGANISING COMMITTEE MEMBER.**

Address **'AVALON'**  
**12, LABURNUM WALK,**  
**STONEHOUSE, GLOS.**  
**GL10 2NR**

Telephone Number: 01453 825547 email: **jmcallinan@yahoo.co.uk**

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- 1) Stonehouse based for Stonehouse residents **(YES)** / NO
- 2) a Gloucestershire Organisation serving Stonehouse YES / **(NO)**
- 3) Stonehouse branch of a National Organisation YES / **(NO)**
- 4) Other

How much of the funds you raise is used locally? **(ALL)** / MOST / SOME / NONE

What is your total local membership? \_\_\_\_\_

What is your VAT status? REGISTERED / **(NOT REGISTERED)**

What are the aims and objectives of your Organisation? **ORGANISING A SERIES OF WALKS OF VARYING LENGTHS, STARTING AND FINISHING IN STONEHOUSE. WALKING AS A GROUP IS A SOCIAL INTERACTIVE ACTIVITY PROVIDING MANY BENEFITS INCLUDING HEALTHY EXERCISE.**

Details about the grant you are applying for:

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000) ✓
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for? PRINTING OF EVENTS BROCHURE & LEAFLETS  
REPLACEMENT OF 2 - AGEING ADVERTISING BANNERS AND  
3 - ADVERTISING FLAGS (GROUND MOUNTED)  
MINIBUS HIRE (IF NEEDED), EVENT INSURANCE.  
What is the total cost going to be? £2,500.00

How much would you like Stonehouse Town Council to contribute? £2,000.00

What funds have already been raised by your organisation towards this project?

PROJECTED INCOME FROM OTHER SOURCES BASED ON LAST YEAR'S  
FIGURES IS £250.00

What other fund raising efforts does your organisation intend to make apart from this application?

FURTHER ATTEMPTS TO OBTAIN SPONSERSHIP FROM STONEHOUSE  
BASED COMPANIES WILL BE MADE.

What amount does your organisation currently hold in the bank, as cash or in other balances?

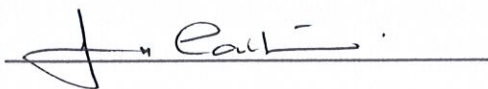
TOTAL - £439.67

What impact will the project have on the environment? NONE! UNLESS THE  
BLADE OF GRASS I WALKED ON FAILS TO RETURN TO THE  
UPRIGHT POSITION.

Please state here any further information, which you think, will help the Council when considering  
your application: LAST YEAR THE FESTIVAL ORGANISED 36 EVENTS WITH  
OVER PEOPLE ENJOYING THEIR WALK. THIS YEAR IT IS HOPED  
THAT OVER 38 WALKS CAN BE ORGANISED.

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I  
given above is correct to the best of my knowledge and belief:

Signed



Date 20<sup>th</sup> MAY 2026

## Walking Festival 2025

Date			Date		Cheq No
<b>01-Apr</b>	<b>Balance b/f</b>	<b>347.88</b>	09-Apr	G Sermon - Wix	53.98 100230
09-Apr	Donations	35.00	11-Jul	MDL Kelex	324.00 100231
07-Apr	Grant - Stonehouse Town Council	2,500.00	23-Jul	MDL Kelex	537.00 100233
12-Sep	APT-GGT	200.00	06-Aug	MDL Kelex	72.00 100234
16-Sep	Cash Donation	10.00	23-Aug	MDL Kelex	54.00 100235
			23-Aug	Lumleys Insurance	240.23 100236
			17-Sep	Glos Minibus Scheme	232.00 100237
			15-Oct	Gill Sermon	1,140.00 100238
	<b>Total Income</b>	<b>2,745.00</b>		<b>Total Expenditure</b>	<b>2,653.21</b>
				<b>Balance on hand</b>	<b>439.67</b>
	<b>Appendix 2</b>				

TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation

St Cyr's Church Stonehouse

Name of person submitting application (inc. position in the organisation)

[REDACTED]

Address

Church Lane, Stonehouse GL10 2BG

Telephone Number:

email:

[REDACTED]

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

- 1) Stonehouse based for Stonehouse residents  YES / NO
- 2) a Gloucestershire Organisation serving Stonehouse  YES / NO
- 3) Stonehouse branch of a National Organisation  YES / NO
- 4) Other

How much of the funds you raise is used locally?

ALL /  MOST / SOME / NONE

What is your total local membership?

40 on the electoral roll

What is your VAT status?

REGISTERED /  NOT REGISTERED

What are the aims and objectives of your Organisation?

Promoting the whole mission of the Church in the parish of Stonehouse

**Details about the grant you are applying for:**

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000)
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for?

Stonehouse Canal Festival 2026

What is the total cost going to be?

£358 plus VAT (banners and leaflets from Five Valley Labels) and £360 (car parking with Wycliffe)

How much would you like Stonehouse Town Council to contribute?

£789.60

What funds have already been raised by your organisation towards this project?

N/A

What other fund raising efforts does your organisation intend to make apart from this application?

Supporting local businesses at Stonehouse Court Hotel, Canal Trust, Boatmobility, Spice etc.

What amount does your organisation currently hold in the bank, as cash or in other balances?

£125k, albeit this is restricted money which can only be used on the fabric of the church building.

What impact will the project have on the environment?

Positive impact

Please state here any further information, which you think, will help the Council when considering your application:

The Council has been generous in supporting in the festival for several years.

**I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:**

Signed



Date 20 April 2026

**This application must be returned to the Town Council Office  
together with your accounts**

**ST CYR'S STONEHOUSE PCC GLOS  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**St Cyr's Stonehouse PCC Glos  
Contents  
FOR THE YEAR ENDED 31 DECEMBER 2024**

---

Contents	Page
Charity Information	1
Accountant's Report	2
Receipts and Payments Account	3
Balance Sheet	4
Notes to the Financial Statements	5
Detailed Income and Expenditure Account	6

**St Cyr's Stonehouse PCC Glos  
Charity Information  
For The Year Ended 31 December 2024**

---

**Members of the Parochial Church Council (PCC)**

Liz Palin (Team Vicar (Team Rector from December 2023))  
Dave Bishop (Team Vicar & Chair)  
Chris Amys (Churchwarden & Vice-Chair)  
Glenis Abbott (Secretary)  
Val Winder (Safeguarding Officer)  
Kay Hensley  
Gill Martin  
Olga Gibbons  
Robin Screen  
Sarah Fletcher  
Steve Allen

**Registered Number:** SC20172018

**Accountants:** PBT Accountancy Ltd  
282 Hatherley Road  
Cheltenham  
Gloucestershire  
GL51 6HR

**St Cyr's Stonehouse PCC Glos  
Accountant's Report  
For The Year Ended 31 December 2024**

---

In accordance with the engagement letter dated 27 March 2023, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the director in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the director the financial statements that we have been engaged to compile, to report to the director that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's director for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 December 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

-----  
  
10 March 2025

PBT Accountancy Ltd  
282 Hatherley Road  
Cheltenham  
Gloucestershire  
GL51 6HR

**St Cyr's Stonehouse PCC Glos  
Receipts and Payments Account  
For The Year Ended 31 December 2024**

---

	Notes	2024 £	2023 £
<b>Incoming Resources</b>		32,640	48,987
Resources Expended		<u>(18,467 )</u>	<u>(25,440 )</u>
<b>GROSS SURPLUS</b>		14,173	23,547
Administrative expenses		<u>(25,638 )</u>	<u>(18,331 )</u>
<b>Net (outgoing/Incoming Resources)</b>		(11,465)	5,216
Income from other current asset investments		6,337	3,194
<b>SURPLUS/DEFICIT FOR THE FINANCIAL YEAR</b>		<u><u>(5,128)</u></u>	<u><u>8,410</u></u>

**St Cyr's Stonehouse PCC Glos  
Balance Sheet  
As At 31 December 2024**

	Notes	2024		2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Investments	4		-		34,767
			-		34,767
<b>CURRENT ASSETS</b>					
Debtors	5	1,840		-	
Cash at bank and in hand*		117,645		89,430	
		119,485		89,430	
<b>Creditors: Amounts Falling Due Within One Year</b>	6		1		-
<b>NET CURRENT ASSETS (LIABILITIES)</b>			119,485		89,430
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			119,485		124,197
<b>NET ASSETS</b>			119,485		124,197
Income and Expenditure Account			119,485		124,197
<b>SURPLUS FUNDS</b>			119,485		124,197

\* Bank balance - Restricted £113,751  
- Unrestricted £3,894

The PCC acknowledges their responsibilities with respect to accounting records and the preparation of accounts.

On behalf of the PCC

-----

10 March 2025

**St Cyr's Stonehouse PCC Glos  
Notes to the Financial Statements  
For The Year Ended 31 December 2024**

---

**1. General Information**

St Cyr's Stonehouse PCC Glos is incorporated in England & Wales, registered number SC20172018. The registered office St Cyr's Church, Church Lane, Stonehouse, GL10 3QP.

**2. Due within one year**

Trade debtors	1,840
---------------	-------

**3. Creditors: Amounts Falling Due Within One Year**

Trade creditors	(1)
-----------------	-----

**St Cyr's Stonehouse PCC Glos**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 December 2024**

	2024		2023	
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Total Parochial Fees Income (214)		13,197		24,837
Tax efficient planned giving (201)		13,240		12,041
Special Appeals (206)		238		16
Service Fee Reimbursement by DBF (221)		-		406
Other planned giving (202)		240		240
Fund Raising Events (211)		2,115		2,445
Other collections at services (203)		2,616		4,234
Other Giving & Donations - Non-Recurring (205)		962		3,138
Other Income				120
Other Giving & Donations - Recurring (204)		32		-
Grants and subsidies received		-		1,510
		32,640		48,987
<b>RESOURCES EXPENDED</b>				
Clergy Expenses (340)	236		1,320	
Donations/Grants to Charities & Mission Giving	-		20	
Local Mission and Evangelism Projects (370)	-		4,000	
Parish Share	14,999		20,000	
Other direct costs	3,232		100	
		(18,467 )		(25,440 )
<b>GROSS SURPLUS</b>		14,173		23,547
<b>RESOURCES EXPENDED</b>				
Parochial Fees Remitted to other 3rd party (497)	2,626		3,124	
Deanery Costs (427)	-		320	
Parochial Fees Remitted to visiting Minister (496)	355		-	
Rates	93		78	
Light and heat	1,596		2,531	
Repairs and maintenance	6,205		2,095	
Parochial Fees Remittance to DBF (495)	5,888		1,627	
Computer and IT repairs and maintenance	765		1,440	
Insurance	3,569		3,308	
Printing, postage and stationery	-		1,405	
Telecommunications and data costs	721		-	
Accountancy fees	2,021		842	
Payment of cost to other Parishes	500		-	
Music costs	270		646	
Sundry expenses	1,029		915	
		(25,638 )		(18,331 )
<b>Net (Outgoing)/Incoming Resources</b>		(11,465)		5,216
Dividends from other current asset investments - listed	6,337		3,194	
		6,337		3,194
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		(5,128)		8,410

**From:** GALC CEO <ceo@gaptc.org.uk>  
**Sent:** 19 May 2026 20:24  
**To:** Town Clerk  
**Cc:** Deputy Clerk  
**Subject:** Re: Local Authority ability to make payments to local churches

*Hi Carlos,*

**Re: Local Authority ability to make payments to local churches**

Good to speak earlier, and sending through the background information. I can understand why the council wishes to support the festival, particularly where it is clearly seen as a wider community event rather than a religious activity.

As I mentioned, my view is that the key issue here is not whether the applicant happens to be a church, but rather what the council is actually being asked to fund and whether the council has the power to do so.

From what you have outlined, the application appears to relate specifically to support for a community canal festival, which is open, secular in nature, and delivered for the benefit of the wider community. The church is effectively acting as the lead or accountable body because the original organisers stepped away, and other participating organisations are operating under that umbrella arrangement. On that basis, I do not believe the request should automatically be characterised as “funding the church” in the traditional sense.

You are also correct that the historic interpretation of the Local Government Act 1894 has evolved considerably. The September 2023 DLUHC clarification effectively confirmed that parish and town councils are not prohibited from supporting church buildings where there is a clear community benefit and a relevant statutory power exists. That clarification helped dispel what had become a widely repeated but overly restrictive interpretation of the legislation.

In this case, however, the matter is arguably more straightforward because the proposed expenditure relates to a community event rather than ecclesiastical purposes or religious worship.

The important safeguards for the council would be:

- ensuring there is a clear statutory power for the expenditure (potentially section 137 LGA 1972 if no other specific power applies, or the General Power of Competence if adopted);
- being satisfied that the funding demonstrably benefits the inhabitants of the area;

- ensuring the grant conditions clearly restrict expenditure to the festival itself and not church or religious activities;
- ensuring proper transparency and accounting arrangements are in place;
- recording clearly within the minutes the community benefit rationale for the award.

The existence of church reserves earmarked for fabric or restricted purposes would not necessarily preclude an award if those funds are genuinely unavailable for festival expenditure. Restricted charitable funds must legally be used only for their designated purpose.

I would therefore suggest the council can legitimately consider the application on its merits as a community festival grant application, rather than dismissing it solely because the administering organisation is the church.

That said, because this remains a sensitive area and interpretations can differ, I would still recommend the council takes a cautious and well-documented approach, particularly around identifying the statutory power being relied upon and the specific purposes for which the grant may be used.

Hope helpful, and if you wish to discuss further please do not hesitate to contact me as necessary.

***With Kindest Regards***

*Chris Haine*

**CEO, GALC**

**Cranham House, Falcon Close,  
Quedgeley, Gloucester GL2 4LY**

**Tel: 01452 883388**

**Mob: 07576 473149 (if urgent)**



[email@gloucestershirealc.gov.uk](mailto:email@gloucestershirealc.gov.uk)

**gloucestershirealc.gov.uk**

**@GlosALC**

**@gloucestershirealc**

**@GlosALC**

---

**From:** Town Clerk <townclerk@stonehousetowncouncil.gov.uk>  
**Sent:** 19 May 2026 17:54  
**To:** GALC CEO <ceo@gaptc.org.uk>  
**Cc:** Deputy Clerk <deputyclerk@stonehousetowncouncil.gov.uk>  
**Subject:** Local Authority ability to make payments to local churches

Hi Chris – thanks for picking up the phone to me. I do appreciate it.

This council received a grant application from a local church (I believe he is the Church Warden) to financially support an annual festival along the canal. Please see a redacted copy of the grant attached (please delete it after you have looked at it). The application states that the church has a bank balance of circa £127k but this money could not fund anything other the changes to the fabric of the building.

The canal festival is led by the local church because the original festival organisers were not willing to continue to provide the support after year one. The other organisations that take part in the festival do so under the church's umbrella as the main organiser. The festival is not religious in any way. For this reason the town council is not asked to fund the church - only the festival. The town council wants to provide financial support for the festival as it is one of the organisations that will be taking part.

As a local authority we are of the opinion that we are unable to provide financial support to the church. I have done a little bit of research this afternoon and have pulled up a letter written in September 2023 from the Department of Levelling up, Housing and Communities that suggests that the 1894 Act does not prohibit local authorities from funding improvement to Church buildings ([See link](#)) It further suggests that the legislation therefore did not need changing but needed merely clarifying. I believe Eastington Parish Council has recently awarded funding to the church in the tens of thousands of pounds to maintain their buildings.

Whilst my latest finding really does not deal with the funding of the festival as it refers more to building improvements, I feel it dispels the theory that local authorities cannot fund churches. As it happens, the church has been crystal clear about how the grant will be spent, if successful.

To close, I do realise this is a touchy subject but would like to see a way for the council to partly fund this community festival. Your thoughts please

Carlos Novoth  
Clerk to Stonehouse Town Council  
01453 822070

**Checked against provisions of Financial Regulations adopted by the council at its meeting held on 8th December 2025 (Minute Number TC3541) – Next Review (May 2026).**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by council.

**NON CONFORMANCE – There had been no reconciliation by either Cllr Trim or Cllr Callinan. See TC3523 November 2025**

2.7 Last backup **DATE**

**TC “Automatic backups are part of Accounts package”**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets. **“This process is undertaken each year during the budget setting process by HR Sub Committee and recommendations put forward to both Business Committee and Full Town Council for approval prior to setting the council’s Precept” See B/902 September 2025 and TC3491**

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes

**TC commented “Examples of expenditure over £3,000 are provided in the council’s Transparency Code Information as approved by full town council in March 2026 (Copy sent to Cllr Keith Terry 1st April 2026)”. True but that does not provide a record of quotations obtained or note the relevant Agenda item numbers.**

**It appears there were 8 transactions exceeding £3k over April 2025 to Feb 2026. Of those 3 have been identified and checked by reference to meeting papers:**

**Allaboutplay E/959, 3 quotations obtained and detailed**

**Marlyn Home Service B/912 Only 2 contractors expressed interest in quoting**

**Gallaghers B/858 A 3-year contract was agreed in 2024 and remains in force. (Author can recall competitive quotations were obtained before that contract was placed).**

5.15. A duly delegated committee of the council or nominated working group for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.

**(Any examples of this?) “Whilst the Financial regulations allow for a nominated working group to spend the council’s money, no decision has yet been made by council as to which working group has been given authorisation to do so. To date, no working groups have formally been allowed to spend the council’s money”**

5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

TC “Purchase orders are not normally raised for standard items of expenditure. Where suppliers have requested confirmation of the council’s intentions to agree to a contract for goods or services, this is normally done by way of a simple email”.

OBSERVATION with no (apparent) Ts and Cs of it’s own, Council should be vigilant in not accepting unreasonable Ts and Cs of any vendor.

6. Banking and payments 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with several institutions including ‘Churches, Charities and Local Government (CCLA)’, ‘Lloyds Banks’, ‘Charity Bank’, ‘Cambridge Building Society’, ‘Melton Building Society’, ‘Nationwide Building Society’. **The arrangements shall be reviewed annually for security and efficiency.**

“Council’s investments are considered annually through a review of its Investment Strategy”  
Investment Strategy 2025 Approved December 2025 TC3541.

Note also: B/857 updated Financial Risk Assessment May 2025

OBSERVATION (Author has been unable to find any record of acceptance by FTC)

6.2. The council must have safe and efficient arrangements for making online BACS payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank

See 7.5 and 7.6 below (evidence of dual authorisation of (electronic) payment. Cheques no longer in use

6.3. All invoices for payment should be examined for arithmetical accuracy, TC “this is undertaken by the council’s Business Support Officers when processing invoices – accuracy will on occasions be checked by the RFO or Deputy Clerk when authorising invoices for payment” analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. TC “Officers carry out regular reviews of expenditure and income coding and appropriate measures taken to correct any found to be miscoded”

6.6. For each financial year the RFO **may** draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council **may** authorise in advance for the year.

B/828 & TC3402 “To recommend for council approval the list of organisations and individuals to be paid through either Standing Order or Variable Direct Debit in 2025/26” (List included in Papers)

6.7. A list of such payments **shall** be reported to the next appropriate meeting of the council or Business Committee for information only.

Observation: None identified in three months BC Minutes (Jan, Feb, Mar 2026)

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, (relevant invoices to be made available upon request to the council or Business committee). The council or Business committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised

schedule shall be **initialled** immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

**NON CONFORMANCE: TC**” This (initialling is not being done albeit, a copy of the approved payment list is held with the minutes of the meeting and both are signed for once agreed at the following meeting – in addition, the council’s records will show the actual payment list details in case there is a need to ensure clarity”.

7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all five authorised signatories.

**Deputy Clerk showed email addressed dated 20.03 sending list of payments to the 5 signatories**

7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

**As for 7.6 below**

7.6. Evidence shall be retained showing which members approved the payment online for audit purposes.

**Payments randomly selected**

**4863 Plants for SiB, Pound Farm Shop Approved by Cllrs Kambites and Curtis**

**4862 Dog Bins (disposal) Approved by Cllrs Kambites and Curtis**

**4856 Certification Fee Approved by Cllrs Kambites and Curtis**

**4864 Stroud Alarms (Batteries) Approved by Cllrs Kambites and Curtis  
(Cllr Watt absent)**

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. **The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.**

**Council reviews the list of Standing Orders and variable Direct Debits each year see 6.6 above**

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker’s standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker’s standing order shall be reviewed by the council at least every two years.

**TC “Council reviews the list of Standing Orders and variable Direct Debits each year. Any changes to the Standing Orders require online authorisation by two signatories”**

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment

**Observation: While the Clerk assures that signatories are aware of the requirement this provision seems relevant to any payment. (Cheques are no longer in use).**

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Business committee in writing before any order is placed.

**Transactions for Dec 2025, Jan, Feb and March 2026 were checked.**

**OBSERVATION**

- i Without a reconciliation (2.6 above) it may be possible for payments to go unreported(?)
- ii Given there are detailed approval protocols for expenses such as Crimestopper leaflets (total £200) was the expenditure of £229.99 on Wall bracket for TV subject to any sort of scrutiny or approval?

15. Assets, properties and estates 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

Originals of all Deeds are kept in the strong room of a local Solicitor (unnamed).

Does that include that of the Community Centre? Yes

Keith Terry / 15 April 2026



**Stonehouse PARISH/TOWN COUNCIL**  
**Internal auditor's report for the year ended 31 March 2026**  
**Name of Auditor: Ruth Waller**

**GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.**

**The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.**

**Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.**

**NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.**

**1. Governance and Policies**

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to	Yes	Published on website <a href="#">Policies &amp; Key Documents</a>		Assertion 1  Yes

	council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes Yes	<a href="#">  Stonehouse Town Council</a> Minute Number: TC3541		
<b>2</b>	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	Yes Yes Yes	Published on website  <a href="#">Policies &amp; Key Documents</a> <a href="#">  Stonehouse Town Council</a>  Minute ref: TC3523	May minutes deferred a decision. Adopted in November 2025. To provide clarity, this should have had a separate agenda item although I appreciate it was a recommendation from a Committee to adopt the SO's.	<b>Assertion 1</b> Yes
<b>3</b>	Code of conduct reviewed in the last 2/3 years?	Yes	<a href="#">Policies &amp; Key Documents</a> <a href="#">  Stonehouse Town Council</a>  Minute ref: TC3541	Policy states it was adopted in December 2025. Recommend adding minute reference numbers on policies and documents	<b>Assertion 3</b> Yes

## 2. Finance and Accounting

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
<b>4</b>	Bank reconciliations are considered by Council? (Objective I)	Yes	Signed copies of bank reconciliations provided		<b>Assertion 2</b> Yes
<b>5</b>	VAT claims have been submitted and	Yes	3 <sup>rd</sup> Quarter VAT return seen		<b>Assertion 1</b> Yes

	are up to date (objective E)				
<b>6</b>	S137 a) is there a separate account for payments? b) are totals within statutory limits? (objective A)	N/A			Assertions 1&3 N/A
<b>7</b>	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Minute ref: TC3398	Recommend this should be a separate agenda item and minute reference	Assertion 2 Yes
<b>8</b>	Cashbook provided and random sample checked. Give details at Annex A.	Yes		Sample pro-forma provided separately	Assertion 2 Yes
<b>9</b>	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	a) Yes b) Yes	Internal Control seen by Auditor.		Assertion 2 Yes
<b>10</b>	Was budget for 25-26 a) prepared? b) adopted by Full Council? c) Were the	a) Yes b) Yes c) Yes d) Yes	Minutes 20 January 2025 Minute ref: TC 3371	d) Transfer amounts from general reserves to earmarked reserves are minuted but there is no explanation minuted as to why the general reserve balance is appropriate.	Assertion 1 Yes

	<p>earmarked reserves identified?</p> <p>d) Were the general reserves reasonable?</p> <p>f) Was precept calculated and approved? (Objective D)</p>	Yes	Minute TC3372 for 2025/26	<p>It would also be helpful to understand why unspent earmarked reserves from the previous year/s are being kept.</p> <p>Precept was calculated and minuted separately.</p>	
11	<p>Were end of year accounting statements prepared?</p> <p>a)prepared?</p> <p>b)match cashbook?</p> <p>c)supported by report?</p>	<p>a)YES</p> <p>b) Yes</p> <p>c)Yes</p>	<p>Report presented to Council Approved 19 May 2025</p> <p>Minute Ref: TC3431</p> <p>Cashbook seen by Auditor</p>		<p>Assertion 6</p> <p>Yes</p>
12	<p>Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)</p>	Yes	<p>Monthly minutes</p> <p>Budget report provided at each meeting</p>		<p>Assertion 1</p> <p>Yes</p>
13	<p>Was Petty Cash expenditure approved?</p> <p>a) Approved?</p> <p>b) supported by receipts?</p> <p>c) VAT accounted for? (Objective F)</p>	N/A			<p>Assertion 1</p> <p>N/A</p>
14	<p>Was Insurance policy reviewed to ensure</p>	Yes	Minute TC3435	Auditor recommends that Council agrees that the cover is appropriate as well as agreeing	<p>Assertion 5</p> <p>Yes</p>

	still fit for purpose? (Objective C)			the premium. This should be completed in conjunction with the asset register	
	<i>Note Councils have not been asked to submit any information on burials. Auditor to check sample if appropriate.</i>				

### 3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor? <i>Note to auditor checklist asks for 'clerical'. Use judgement if this is not appropriate</i>	Yes	Sample contract seen, which although not standard NALC contract has the same principles		Assertion 3 Yes
16	Has Council's PAYE / NIC been properly dealt with	Yes	P32 seen by Auditor		Assertion 3 Yes

	(including year-end procedures)? P32 seen (if relevant)? (Objective G)				
<b>16a</b>	<i>Note to auditor. Councils not required to provide evidence but check that Council has met pension obligations</i>				<b>Assertion 2</b> Not checked

#### 4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
<b>17</b>	Are all sections of the 24/25 AGAR published on the website? (Objective L/N)	Yes	Published on website <a href="#">Accounts &amp; Reports   Stonehouse Town Council</a>		<b>Assertion 3</b> Yes
<b>18</b>	Did council correctly provide for the exercise of public	Yes	Notice published on website <a href="#">Exercise-of-Public-Rights.pdf</a>		<b>Assertion 4</b> Yes

	rights? (Objective M)				
19	24/25 internal (and if relevant external) audit report/s reviewed by council and action taken where recommended? If relevant is exemption from external audit form on web site and correctly minuted?	Yes	Report published on website  <a href="#">Accounts &amp; Reports   Stonehouse Town Council</a>  TC3430 notes report but there is no action relating to recommendation on internal controls		Assertion 7 Yes

## 5. Digital and Data Compliance, IT Controls and Data Management

20	Does the Council use a Gov.uk Domain and email addresses? The Council uses at least one generic email address hosted on a council-owned domain e.g clerk@abc.parishcouncil.gov.uk <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes			Assertion 10 Yes
----	---	-----	--	--	---------------------

	<p><b>Note:</b> There is no legal requirement for this to be a .gov.uk address yet, though that is recommended as best practice, a .org.uk address is also acceptable. It's the .co.uk, and .com addresses that are not acceptable</p>				
	<p>The Council's website meets the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 Rights and the Web Content Accessibility Guidelines (WCAG) 2.2 AA</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• Partially</li> <li>• No</li> </ul> <p>Provision of a link to Council published Accessibility Statement and Publication Scheme</p>	<p>Partially</p> <p>yes</p>			
20a	The council has	Yes	<a href="#">STC-IT-Policy-March-</a>		Assertion 10

	adopted a formal IT Policy covering secure and lawful use of IT systems and Data Protection Policy		<a href="#">2026.pdf</a>		Yes
	<b>Note to Auditor:</b> <i>If no to any of above, can Council show they are aware of their responsibilities and are working towards complying with Assertion 10 requirements in full? (See IA (Jan. 26) Associated Briefing Notes)</i>	N/a			Assertion 10

**5. Additional information – if relevant**

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
21	Has the General Power of Competence been adopted?	Yes	Minutes TC3428	Qualified Clerk and adequate number of Elected Cllrs	Assertion 3 Yes
22	Have assets a) been inspected for risk? b) any actions	a) Yes	Samples of weekly inspection forms and tree survey reports		Assertion 5 Yes

	undertaken and recorded? (Objective C)	b)Yes	Issues reported to Council and appropriate action taken		
<b>23</b>	Is asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	a) Yes  b)Yes	annually  <a href="https://stonehousetowncouncil.gov.uk/wp-content/uploads/2026/03/DOC120326-12032026163231.pdf">https://stonehousetowncouncil.gov.uk/wp-content/uploads/2026/03/DOC120326-12032026163231.pdf</a>		<b>Assertion 5</b> Yes
<b>24</b>	Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes  b) Yes	<a href="#">STC-Risk-Management-Policy-Dec-2025.pdf</a>  Due for review on Dec 26		<b>Assertion 5</b> Yes
<b>25</b>	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Three quotes obtained where required.		<b>Assertion 2</b> Yes
<b>26</b>	Is the Council a Managing Trustee? a)charity name b)charity number c) Copy of 24/25 AGM minutes seen (Objective O)	a) Yes b) 301622 c) Yes			<b>Assertion 9</b> Yes

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

CCLA	£364,140.99
Petty Cash	£0.00
Stonehouse Town Council	£69,929.10

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£82,177.07
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£94,465.63
NatWest	£0.00
Total	<u>£780,712.79</u>

RECEIPTS	Net	Vat	Gross
Town Business Committee	£494,231.57	£18.98	£494,250.55
Town Environment Committee	£4,016.31	£108.00	£4,124.31
Total Receipts	<u>£498,247.88</u>	<u>£126.98</u>	<u>£498,374.86</u>
PAYMENTS	Net	Vat	Gross
Town Business Committee	£445,689.92	£15,706.85	£461,396.77
Town Environment Committee	£69,647.70	£11,838.93	£81,486.63
Total Payments	<u>£515,337.62</u>	<u>£27,545.78</u>	<u>£542,883.40</u>

Closing Balances at 31/03/26

## Ordinary Accounts

CCLA	£312,257.80
Petty Cash	£0.00
Stonehouse Town Council	£71,447.91
	<u>£383,705.71</u>

## Short Term Investment Accounts

Barclays	£0.00
Cambridge	£85,000.00
Charity Bank	£84,718.72
Lloyds Business Instant	£0.00
Melton Building Society	£85,000.00
Nationwide	£97,779.82
NatWest	£0.00
	<u>£352,498.54</u>
Total	<u>£736,204.25</u>

Reserve Balances

# Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Stonehouse Town Council

County area (local Councils and Parish meetings only):

**Financial year ending 31/03/26**

Prepared by (Name and role): Carlos Novoth

Date: 21/04/26

Balance per bank statements as at 31/03/26	£	£
Barclays	£0.00	
Cambridge	£85,000.00	
CCLA	£312,257.80	
Charity Bank	£84,718.72	
Lloyds Business Instant	£0.00	
Melton Building Society	£85,000.00	
Nationwide	£97,779.82	
NatWest	£0.00	
Stonehouse Town Council	£71,447.91	
		£736,204.25
Petty Cash		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/26 (Box 8)		£736,204.25

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Consolidated Balance Sheet

Unaudited

31/03/25  
£

31/03/26  
£

Current assets		
346,642.70	Investments	352,498.54
0.00	Investment	0.00
0.00	Stocks	0.00
12,489.48	VAT Recoverable	7,092.77
3,200.00	Debtors	1,247.81
0.00	Payment in Advance	0.00
<u>434,070.09</u>	Cash in Hand & at Bank	<u>383,705.71</u>
796,402.27	TOTAL CURRENT ASSETS	744,544.83
<u>796,402.27</u>	TOTAL ASSETS	<u>744,544.83</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
31,676.22	Creditors	17,595.25
0.00	Receipts in Advance	0.00
<u>31,676.22</u>	TOTAL CURRENT LIABILITIES	<u>17,595.25</u>
<u>764,726.05</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>726,949.58</u>
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>764,726.05</u>	NET ASSETS	<u>726,949.58</u>
Represented by		
-47,312.13	General Fund	-22,716.41
56,204.71	General Reserve (Contingency)	100,650.62
53,056.00	Replacement Recreation Land	53,056.00
19,161.13	Asset Renewal Reserve	15,661.96
7,791.59	Elections	0.30
399,475.00	Community Facilities	303,439.43
5,000.00	Street Furniture	5,000.00
-16,876.28	Oldends Lane Seage Development	0.00
3,522.00	Replacement vehicle	0.00
17,657.50	Mowers & Equipment	0.00
13,000.00	Neighbourhood Plan Review	13,000.00
651.27	Stroud DC Tourism Grants 2019	651.27
43,325.00	Stroud District Council Market Towns Initiative Funding	43,325.00
0.00	GWR Cycle Shelter	10,000.00
	Community Infrastructure Levy	
7,532.46	CIL	7,532.46
16,000.00	Bus shelter replacement & repairs	16,000.00

# Consolidated Balance Sheet

Unaudited

31/03/25		31/03/26
£		£
16,000.00	Meadow Road Play area refurbishment	16,000.00
0.00	Stagholt Brook Repairs	10,000.00
	Laburnum Recreation Field	
1,608.34	Laburnum Recreation Field Trees and Wildflower seeds	0.00
	GCC Build Back Better Fund	
1,250.00	GCC Build Back Better Fund	0.00
	Welcome Back Funding	
1,115.00	Welcome Back Funding	0.00
	Stagholt	
40,787.67	Stagholt	40,187.67
	Court View	
30,000.00	Court View	20,000.00
	Tourism Market Towns	
1,010.00	Tourism Market Towns	1,010.00
	Railway station	
10,000.00	Stroudwater Railway station	10,000.00
30,000.00	Homestart Grant	30,000.00
5,000.00	Support Stonehouse	0.00
7,322.02	In Bloom Planting display	1,978.48
2,000.00	Canal Spring Festival	2,000.00
10,944.77	Ship Inn Site	3,953.25
4,000.00	Climate change	4,000.00
3,000.00	Christmas Lighting	7,219.55
	SCA	
12,500.00	Stonehouse Community Association	5,000.00
	Verney Fields	
10,000.00	Verney Fields	10,000.00
0.00	Ship Inn site - financial operational support 2026/27	5,000.00
0.00	Ship Inn site - financial operational support 2027/28	7,500.00
0.00	Ship Inn site - financial operational support 2028/29	7,500.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/>		<hr/>
764,726.05		726,949.58
812,038.18	Reserves total excluding general fund and liabilities	749,665.99
0.00	Reserves total of liabilities e.g. deposits	0.00
-47,312.13	General fund total	-22,716.41
764,726.05		726,949.58
<hr/>		<hr/>
	Notes:	
0.00	Long Term Borrowing	0.00

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
<b>11</b> Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
  - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
    - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
    - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;
    - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

## HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
  - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
  - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
  - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: \_\_\_\_\_

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement_Tuesday 16<sup>th</sup> June 2026 (a)</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</b></p> <p>(b) CARLOS NOVOTH: TOWN CLERK/RFO; TOWN HALL, 1 QUEENS ROAD, STONEHOUSE. GLOS TEL NO: 01453 822070 EMAIL: townclerk@stonehousetowncouncil.gov.uk</p> <p>commencing on (c) __Wednesday 17<sup>th</sup> June 2026 __</p> <p>and ending on (d) __Tuesday 28<sup>th</sup> July 2026 __</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p><b>5. This announcement is made by (e) _CARLOS NOVOTH TOWN CLERK AND RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <a href="#">Local authority accounts: A guide to your rights</a> are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return</i> .
--	--

# Reserve Movements

Start of year 01/04/26

## General Fund

-£22,716.41	Start of year value
-£70,047.84	Value as at 31/03/27

This value is calculated and not just a sum of reserve movements plus starting balance.

## General Reserve (Contingency)

£100,650.62	Start of year value
£100,650.62	Current value

## Replacement Recreation Land

£53,056.00	Start of year value
£53,056.00	Current value

## Asset Renewal Reserve

£15,661.96	Start of year value
£15,661.96	Current value

## Elections

£0.30	Start of year value
£0.30	Current value

## Community Facilities

£303,439.43	Start of year value
£303,439.43	Current value

## Street Furniture

£5,000.00	Start of year value
£5,000.00	Current value

## Oldends Lane Seage Development

£0.00	Start of year value
£0.00	Current value

## Neighbourhood Plan Review

£13,000.00	Start of year value
£13,000.00	Current value

## Stroud DC Tourism Grants 2019

£651.27	Start of year value
£651.27	Current value

## Stroud District Council Market Towns Initiative Funding

£43,325.00	Start of year value
£43,325.00	Current value

## GWR Cycle Shelter

£10,000.00	Start of year value
------------	---------------------

£10,000.00 Current value

## CIL

£7,532.46 Start of year value

£7,532.46 Current value

## Bus shelter replacement & repairs

£16,000.00 Start of year value

£16,000.00 Current value

## Meadow Road Play area refurbishment

£16,000.00 Start of year value

£16,000.00 Current value

## Stagholt Brook Repairs

£10,000.00 Start of year value

£10,000.00 Current value

## Stagholt

£40,187.67 Start of year value

£40,187.67 Current value

## Court View

£20,000.00 Start of year value

£20,000.00 Current value

## Tourism Market Towns

£1,010.00 Start of year value

£1,010.00 Current value

## Stroudwater Railway station

£10,000.00 Start of year value

£10,000.00 Current value

## Homestart Grant

£30,000.00 Start of year value

£30,000.00 Current value

## Support Stonehouse

£0.00 Start of year value

£0.00 Current value

## In Bloom Planting display

£1,978.48 Start of year value

£1,978.48 Current value

## Canal Spring Festival

£2,000.00 Start of year value

£2,000.00 Current value

#### Ship Inn Site

£3,953.25 Start of year value

01/04/26 -£3,989.93 Expenditure transaction 4899, March 26

20/04/26 -£13.00 Expenditure transaction 4973, Apr '26 CCTV Sim Card Ship Inn Site

05/05/26 -£179.50 Expenditure transaction 4993, Ship Inn - Planning Fee

20/05/26 -£13.00 Expenditure transaction 5012, May '26 CCTV Sim Card Ship Inn Site

-£242.18 Current value

#### Climate change

£4,000.00 Start of year value

£4,000.00 Current value

#### Christmas Lighting

£7,219.55 Start of year value

£7,219.55 Current value

#### Stonehouse Community Association

£5,000.00 Start of year value

£5,000.00 Current value

#### Verney Fields

£10,000.00 Start of year value

£10,000.00 Current value

#### Ship Inn site - financial operational support 2026/27

£5,000.00 Start of year value

£5,000.00 Current value

#### Ship Inn site - financial operational support 2027/28

£7,500.00 Start of year value

£7,500.00 Current value

#### Ship Inn site - financial operational support 2028/29

£7,500.00 Start of year value

£7,500.00 Current value

---

£745,470.56 Current Reserves total  
excluding the General Fund

£675,422.72 Current Reserves total  
including the General Fund

## Carla Swindells

---

**From:** Clare Walsh <ClareWalsh@hopefortomorrow.org.uk>  
**Sent:** 01 May 2026 16:20  
**To:** Town Clerk  
**Subject:** RE: Hope for Tomorrow Mobile Cancer Care Charity

Good afternoon, Carlos

Thank you for your reply, I am sorry I haven't got back to you until now I had been on annual leave. I hope you are very well and looking forward to a lovely long weekend, shame the weather is about to change!

We would be so grateful to the town council for any support, I thoughts were as we are also based in Stonehouse it would be very fitting.

We totally understand your reservations about over spills and fly tipping. We have a great relationship with JMP Wilcox who collect the textiles on our behalf, we are in very regular contact with JMP, in our experience they collect regularly and are very prompt and collect as soon as possible once they are aware that the bank is full, there are sensors inside the banks, but failing the sensor any full banks can be reported preferably to myself, copying in [info@hopefortomorrow.org.uk](mailto:info@hopefortomorrow.org.uk) (in case of annual leave) or calling the main number 01666 505055 we will request servicing by JMP as a matter of urgency.

If you are happy to support Hope for tomorrow with this, there isn't a contract meaning any textile banks placed, can be placed on a trial basis and if it's the case that you are unhappy with how often the bank is serviced we would request more collections and if that still isn't to satisfaction we would request removal as soon as possible.

Thank you, I hope you will consider my proposal on a trial basis and really look forward to hearing back from you.

Have a fabulous weekend.  
Best wishes

### Clare Walsh

Reception Administrator

DDI: 01666 505055

[clarewalsh@hopefortomorrow.org.uk](mailto:clarewalsh@hopefortomorrow.org.uk)

[www.hopefortomorrow.org.uk](http://www.hopefortomorrow.org.uk)



Registered Charity No: 1094677



This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. The information contained may include information, opinions, or views, which, unless stated otherwise, are not those of the Charity, any associated company or person. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this email in error. Although reasonable precautions have been taken to ensure no viruses are present in this email, the Charity cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

---

**From:** Town Clerk <townclerk@stonehousetowncouncil.gov.uk>  
**Sent:** 22 April 2026 17:02  
**To:** Clare Walsh <ClareWalsh@hopefortomorrow.org.uk>  
**Subject:** RE: Hope for Tomorrow Mobile Cancer Care Charity

Dear Clare

Thanks for your email. I am sure the town council would love to be able to help where it can.

Having had first hand experience of textile collection contractors, I would have immediate reservations – they tend to promise to respond very quickly to overflows ie people just leaving bags of textiles by the side of the collection banks which then get added to rather quickly ending with the landowner having to deal with a real problem. Therefore I have the following questions:

1. Would collections take place directly by your charity or would it be contracted out.
  - a. If the former, how quickly could you react to a bank overflow scenario and general waste dumping – would you be prepared to clear all waste
  - b. If the latter, how would you ensure that the contractor meets its commitments to clear the site on a quick response basis.

Please do come back to me. Thanks

Carlos Novoth  
Clerk to Stonehouse Town Council  
01453 822070

---

**From:** Clare Walsh <ClareWalsh@hopefortomorrow.org.uk>  
**Sent:** 22 April 2026 16:29  
**To:** Town Clerk <townclerk@stonehousetowncouncil.gov.uk>  
**Subject:** Hope for Tomorrow Mobile Cancer Care Charity

Good afternoon

I hope this email finds you well and if you may be able to help or possibly point me in the right direction, please.

I'm reaching from Hope for Tomorrow (Cancer Care Charity) out to see if there is a possibility of placing a textile recycling bank on any of your sites, to help raise vital funds for [Hope for Tomorrow](#) Mobile Cancer Care Units.

We are truly so passionate about the work we do, and we believe that with your support, we can make a real meaningful difference for patients with cancer.

Hope for Tomorrow is proud to announce its role in a landmark pilot project that, for the first time in the UK, will see children and young people with cancer receive treatment on a mobile cancer care unit, bringing care directly into their communities and closer to home.

<https://hopefortomorrow.org.uk/charity-news/mobile-cancer-care-for-children-pilot-project/>

We would love to hear your thoughts on the proposal, if you have any questions or need further details, please don't hesitate to let me know.

Thank you again, for your time and consideration. I look forward to hearing from you soon.

Kind regards

**Clare Walsh**

Reception Administrator

DDI: 01666 505055

[clarewalsh@hopefortomorrow.org.uk](mailto:clarewalsh@hopefortomorrow.org.uk)

[www.hopefortomorrow.org.uk](http://www.hopefortomorrow.org.uk)



Registered Charity No: 1094677



This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. The information contained may include information, opinions, or views, which, unless stated otherwise, are not those of the Charity, any associated company or person. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this email in error. Although reasonable precautions have been taken to ensure no viruses are present in this email, the Charity cannot accept responsibility for any loss or damage arising from the use of this email or attachments.



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

## SERVICE USER SURVEY 2025

### OVERALL RESULTS

### FINAL



44-45 HIGH STREET,  
STROUD, GL5 1AN

01453 756745  
INFO@THEDOOR.ORG.UK

THEDOOR.ORG.UK  
@THEDOORSTROUD

NYA  
Quality Mark



## FOREWARD

At The Door, we are wholeheartedly committed to listening to young people and acting on what they tell us about the services we offer — what we do well, what we need to change, and what they want from us. This survey shows the impact The Door is having on young lives across the Stroud and Cotswold district.

We would like to say a huge thank-you to each of the 130 young people who took part. We will reflect honestly on what these pages tell us, and we will work in equal partnership with the Youth Voice Board to interpret the findings and shape what we do as a result.

Chris Scolah – Director of Service Delivery, January 2026

## DISCLAIMER

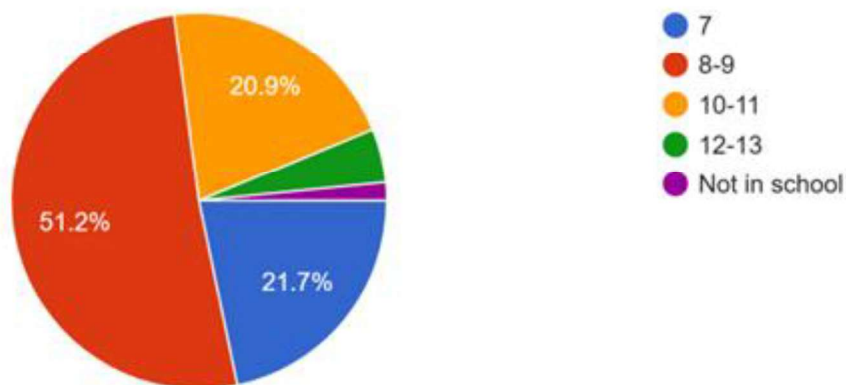
This report may not be quoted or reproduced, in whole or in part, without prior written permission from The Door. Any approved use must include full and proper acknowledgement of The Door as the source. However, The Door intends this survey for internal purposes only.

## METHODOLOGY

- 1. Co-creation:** In 2023, Similarly to the Young Person Survey commissioned earlier in the year, The Door conducted a survey with questions developed entirely by a focus group of work experience students, guided by The Door's community youth workers. Since then, The Door has established its Youth Voice Board, a group of young people from across The Door's reach, who actively shape projects and feedback on processes. For this survey, the Youth Voice Board:
  - Reviewed feedback from the previous survey.
  - Workshopped all previous questions, improving wording and structure.
  - Removed outdated questions and created new questions to reflect changes in youth culture over the past two years.
  - Considered insights from experienced community youth workers.
- 2. Survey delivery:** The survey was largely conducted online via a google form. Some identical paper copies were used for those who struggle to access digitally. Young people were not required to answer every question if they did not wish to. Young people were incentivised to complete the survey with a treat but were not observed completing it nor advised how to answer the questions. Door's youth workers were set the task of reaching a minimum 70% of their currently regularly attending members, which was largely obtained.

### 3. Responses

What school year are you in?



The **average age** of respondents was **13.62 years**. Age distribution was as follows:

- 66.4% aged 13–16
- 30.5% aged 12 and under
- 3.1% aged over 16

Cam	Dursley	Stonehouse	Illuminate	Cirencester*	Fairford	Lechlade
6	28	31	16	17	15	17
Stroud District – 81				Southern Cotswolds - 49		

\*Cirencester includes responses from both St Lawrence & Impact Centre sessions

#### **Demographic Information**

Diversity monitoring information was voluntarily and confidentially given by those surveyed.

- 1 in alternative education
- 1 asylum seeker
- 3 with Christian faith
- 6 with diagnosed mental health conditions
- 3 were English was not their first language
- 10 eligible for free school meals
- 2 in care
- 7 LGBTQ+
- 8 with neurodivergence
- 2 from other faiths
- 3 people of colour
- 2 with a physical disability
- 2 young carers

- 4. Limitations:** This survey represents almost 70% of our regular service delivery cohort. However, it only represents approximately 30% of total visitors in 2025. However, this is a sufficient sample to draw conclusions about the entire service delivery with a 95% degree of confidence and a 7% margin of error. In recent months, The Door has closed its volunteer-led mentoring service and has been unable to illicit responses from recent service users that way unless they already attend a youth club. Finally, when comparing 2023 results, some changing in wording may result in skewed comparisons.

## EXECUTIVE SUMMARY

The Door is proud to be the commissioned provider of town and parish councils across the Stroud & Cotswold Districts. We pride ourselves on being a youth needs-led organisation, which has driven our success in reaching generation after generation spanning over 35 years.

The responses in this report reflect the views of 130 young people aged 11–17 from across all of our service delivery on their experience of our provision and whether it has made any difference to their lives.

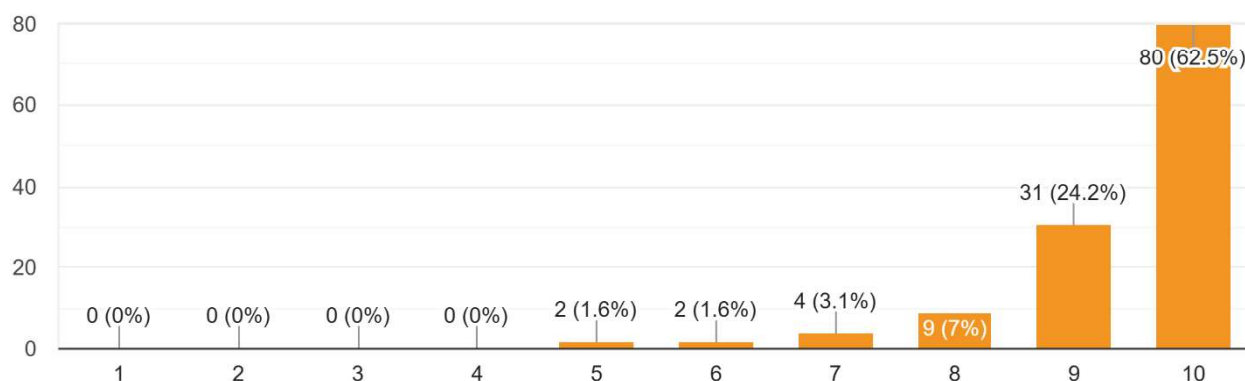
The results will be published to our young people, stakeholders, staff, volunteers & friends. Through collaboration with the Youth Voice Board and partners above, we will use these findings to further inform our new five-year strategy, shape funding bids, and co-design services that directly reflect what young people have told us.

For quantitative questions, an average score will be given and compared by locality, age and 2023 results (if the question existed in the 2023 survey). Qualitative questions will be broken down into themes with some examples. Some initial conclusions will be drawn at the end of this report but this will only be the beginning of what we are certain will be rich ongoing reflective conversations about The Door's services.

## SAFETY

1. I feel safe at youth club.

128 responses



**Average Score:** 9.38    *Very strong positive trend*    **Low:** Cam/Dursley 9.03    **High:** Cirencester 9.94

**Range:** 0.0% No    96.9% Yes    3.1% Unsure

Year 10-11: 9.00

Year 7: 9.52

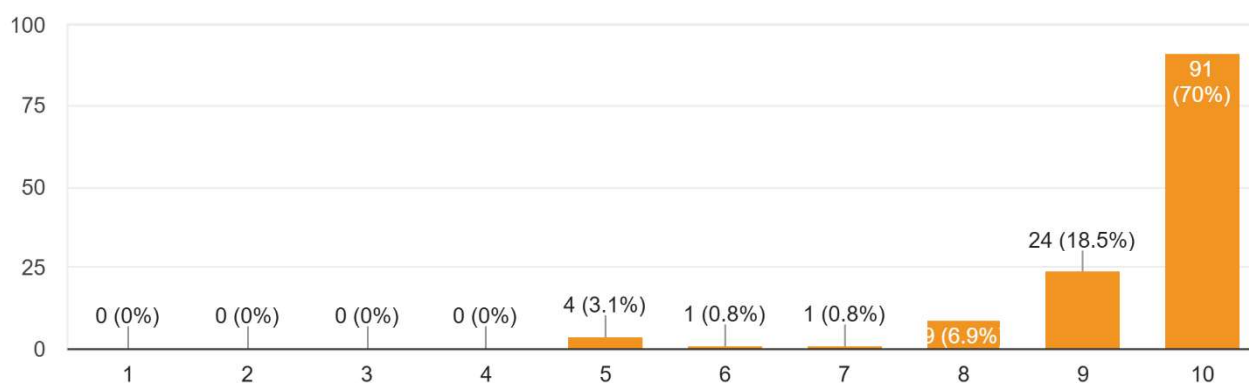
2023: 7.3% No    81.7% Yes    11.0% Unsure

*Average Score: 8.26*

## HEARD & CARED FOR

2. The youth workers care for and listen to me.

130 responses



**Average Score:** 9.47    *Very strong positive trend*    **Low:** Cam/Dursley 9.26    **High:** Cirencester 9.83

**Range:** 0.0% No    96.9% Yes    3.1% Unsure

Year 8-9: 9.34

Year 7: 9.64

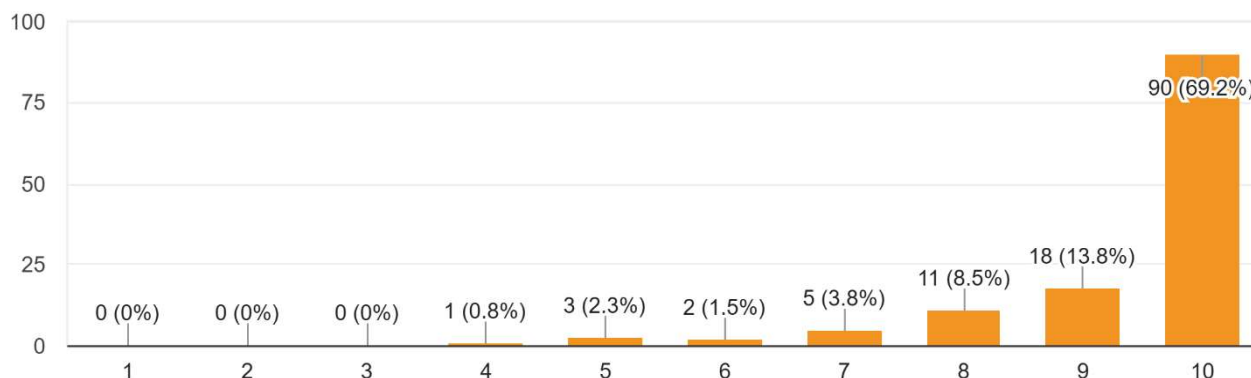
2023: 6.2% No    82.7% Yes    11.1% Unsure

*Average Score: 8.38*

## ENJOYMENT

3. I enjoy coming to youth club.

130 responses



**Average Score:** 9.35      **Very Strong positive trend**      **Low:** Cam/Dursley 8.88      **High:** Lechlade 9.65

**Range:** 0.0% No    95.4% Yes    4.6% Unsure      **Year 8-9:** 9.31      **Year 7:** 9.68

**2023:** 6.2% No    86.4% Yes    7.4% Unsure      **Average Score:** 8.56

### 3b. Why did you give this answer?

**1. Friendly, supportive, and approachable staff** - "The staff are amazing," "Everyone listens," "People have remembered my name," "All the workers are so NICE."

**2. Safe, non-judgemental and welcoming environment** - "This is a safe space," "I feel welcome"

**3. Social Opportunities / Friends** - "I can see my friends," "Meet new people," "Noah and Haz and Tracy are my best friends," "Food + Friends + People."

**4. Fun Activities / Food** - "Youth club is really fun and chill," "I like Pod because it has fun activities," "Like to play pool," "Being able to make toasties."

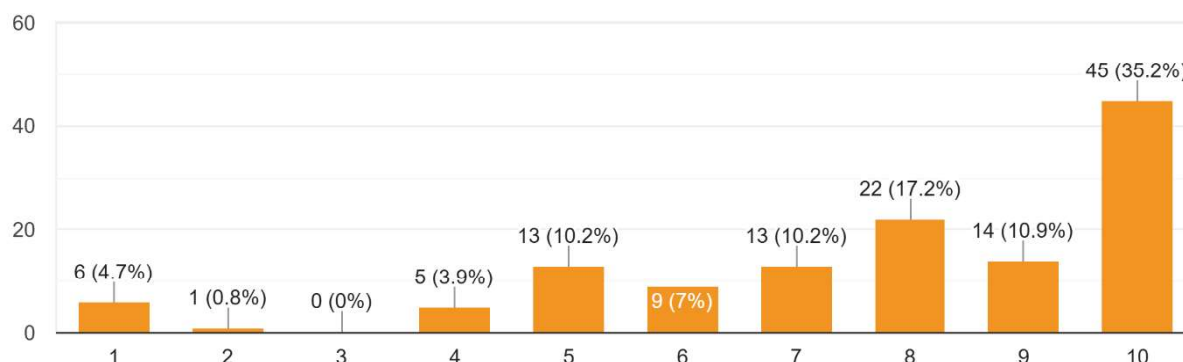
**5. Personal / Emotional Benefits** - "I get to express myself freely," "I like talking about home life," "Exciting new opportunities to try something new."

Some minor criticisms were comments mentioning noise or certain people being difficult.

## FRIENDSHIP

4. Youth Club has helped me make connections with other young people

128 responses



**Average Score:** 7.73      **Strong positive trend**      **Low:** Cam/Dursley 7.00      **High:** illuminate 8.80

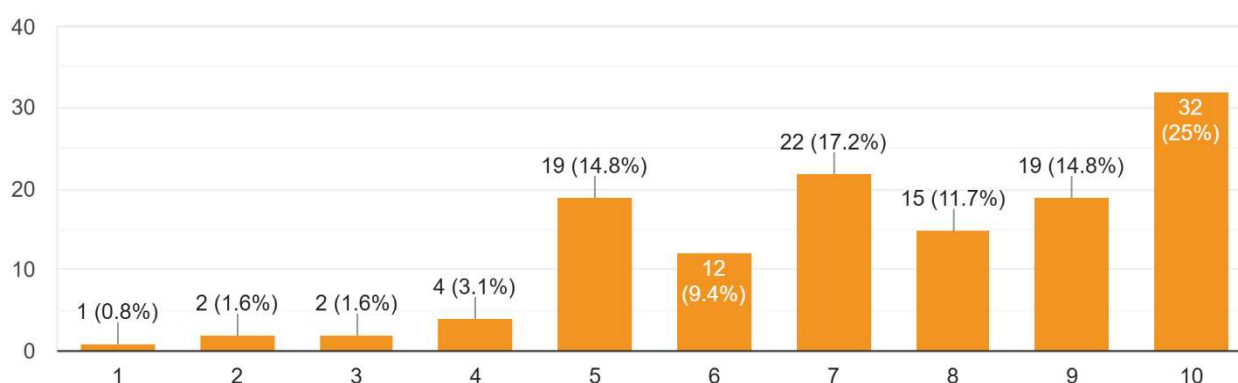
**Range:** 5.5% No    73.4% Yes    21.1% Unsure      **Year 10-11:** 7.44      **Year 7:** 8.25

**2023:** 8.9% No    91.1% Yes    *\*This was a Yes/No question in 2023.*

## CONFIDENCE

5. My confidence has grown because of coming to youth club.

128 responses



**Average Score:** 7.49      **Strong positive trend**      **Low:** Cam/Dursley 6.76      **High:** illuminate 7.93

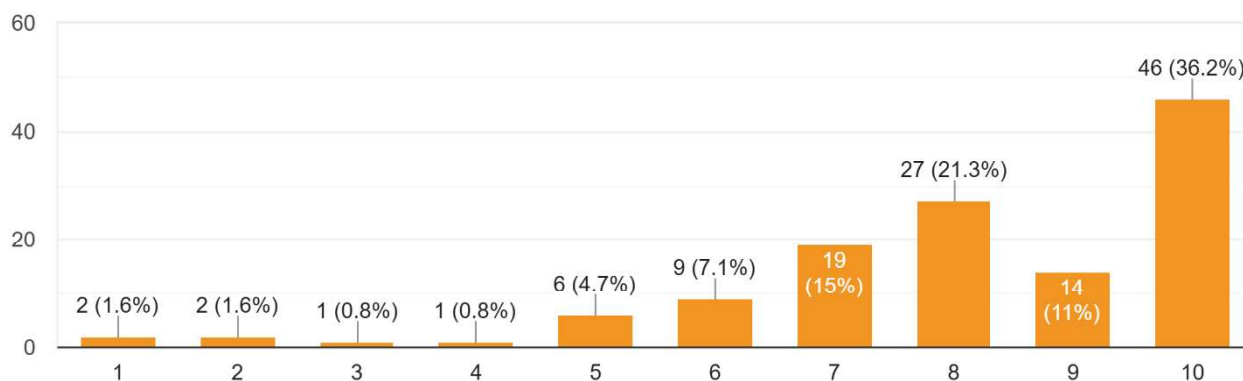
**Range:** 3.9% No    68.8% Yes    27.3% Unsure      **Year 10-11:** 7.15      **Year 7:** 7.68

**2023:** 9.8% No    59.7% Yes    30.5% Unsure      **Average Score:** 6.90

## OPPORTUNITY

6. I have had the opportunity to do or learn new things at youth club.

127 responses



**Average Score:** 8.13      **Strong positive trend**      **Low:** Cam/Dursley 7.31      **High:** Stonehouse 8.74

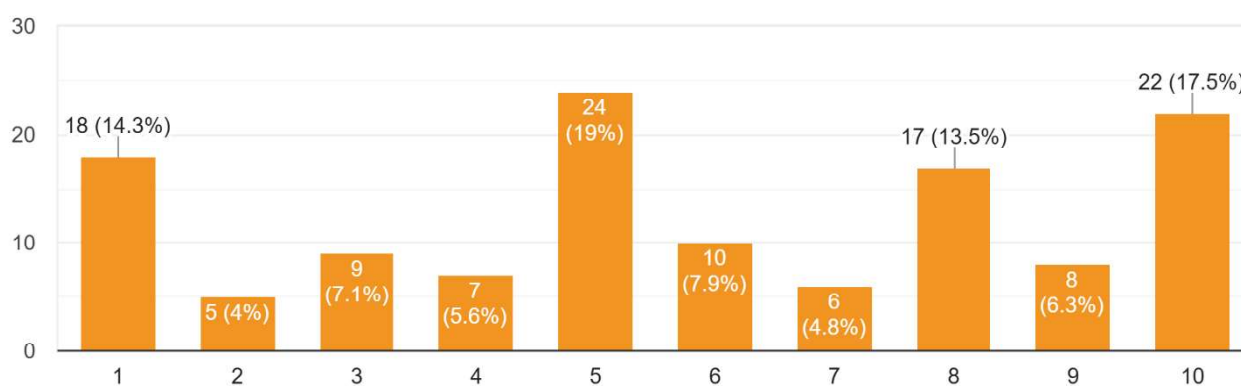
**Range:** 3.9% No    83.5% Yes    12.6% Unsure      **Year 10-11:** 7.37      **Year 8-9:** 8.34

**2023:** 8.6% No    61.8% Yes    29.6% Unsure      **Average Score:** 7.12

## FAITH

7. The Door has helped me explore my own spiritual or faith journey.

126 responses



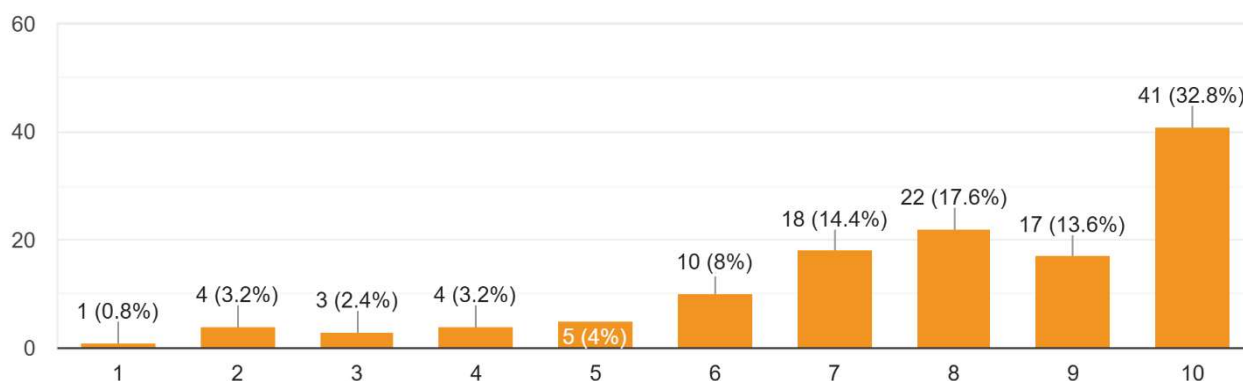
**Average Score:** 5.82    **Very mild positive trend**      **Low:** Cam/Dursley 4.98      **High:** Stonehouse 6.32

**Range:** 25.4% No    42.1% Yes    32.5% Unsure      **Year 10-11:** 5.52      **Year 7:** 6.39

## WELLBEING

8. The Door has helped to support my wellbeing or mental health.

125 responses



**Average Score:** 7.87      **Strong positive trend**      **Low:** Cam/Dursley 7.53      **High:** Stonehouse 8.30

**Range:** 6.4% No    78.4% Yes    15.2% Unsure      **Year 8-9:** 7.70      **Year 10-11:** 8.11

**2023:** 16.9% No    83.1% Yes      *\*This was a Yes/No question in 2023.*

## WHAT COULD MAKE YOUTH CLUB BETTER?

Category	Count	Examples / Notes
<b>More food/snacks/drinks</b>	28	Toasties, cake, ice cream, hot chocolate, sandwich ingredients, free food
<b>Games &amp; activities</b>	25	Pool table, Xbox/console, board/card games, structured activities, outdoor sports
<b>Longer sessions / more time</b>	10	Longer hours, more sessions, multiple days (Tuesday + Sunday)
<b>Bigger / better space</b>	8	Bigger room, more beanbags, comfy seating
<b>Staff / helpers</b>	7	More staff, supervision, "get Noah working every session"
<b>Atmosphere / fun extras</b>	6	Posters, disco lights, music suggestions
<b>Already good / nothing</b>	12	Many said "Nothing" or "It's perfect"

# HOW ELSE HAS THE DOOR HELPED YOU?

## 1. Friendships & Social Connections (19)

- "It has me make stronger connections with my friends"
- "Meeting new people"
- "Make new friends"
- "Reconnecting with people I haven't seen in ages"

## 2. Fun & Engaging Activities / Trips (9)

- "Just having fun"
- "Learned how to play pool, trips"
- "Gives me something to do"
- "New hobbies and engaging with others"
- "Bc of th toasties"
- "They help me with fall outs with my friends and help me cook 🍷"

## 3. Confidence, Personal Growth & Life Skills (8)

- "The pod has helped me be more social and I have gained a lot of confidence"
- "Helped me find my confidence boost and to be me"
- "Be a better person"
- "Find new passions"
- "Help to know what to do in certain situations"

## 4. Supportive Staff, Mentors & Guidance (11)

- "Showed me respect"
- "They help me"
- "I have had mentors that have help me through situations I didn't know how to handle"
- "Given me a venting place"
- "They help me get to school in the morning cuz if I don't go to school my mum won't let me go youth club"
- "To help me fulfill my hunger"

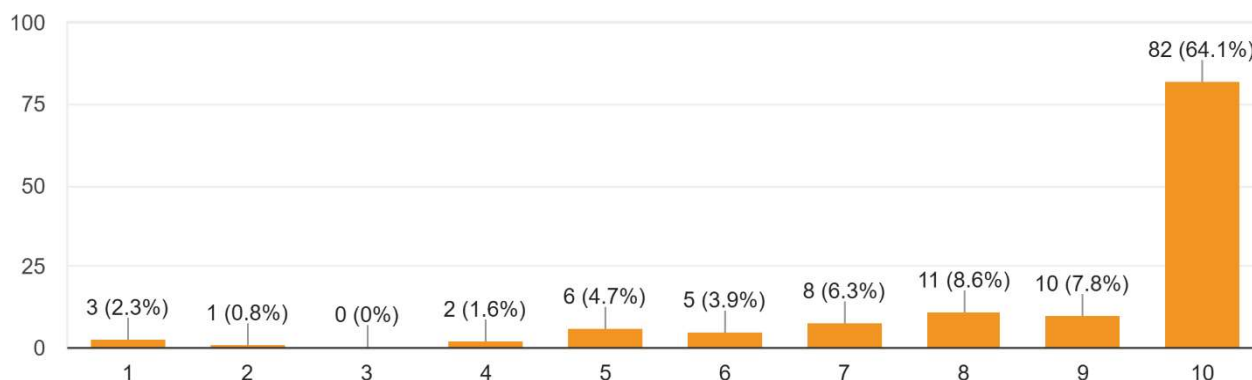
## 5. Safe & Welcoming Space / Emotional Support (5)

- "They have made me feel welcome"
- "Give me a safe place to be"
- "Its really fun... usually after a long day at school, youth club helps lift up my spirits"

## INCLUSION

10. The Door includes young people with disabilities, additional needs or neurodivergence (people whose brains work differently, such as autism or ADHD).

128 responses



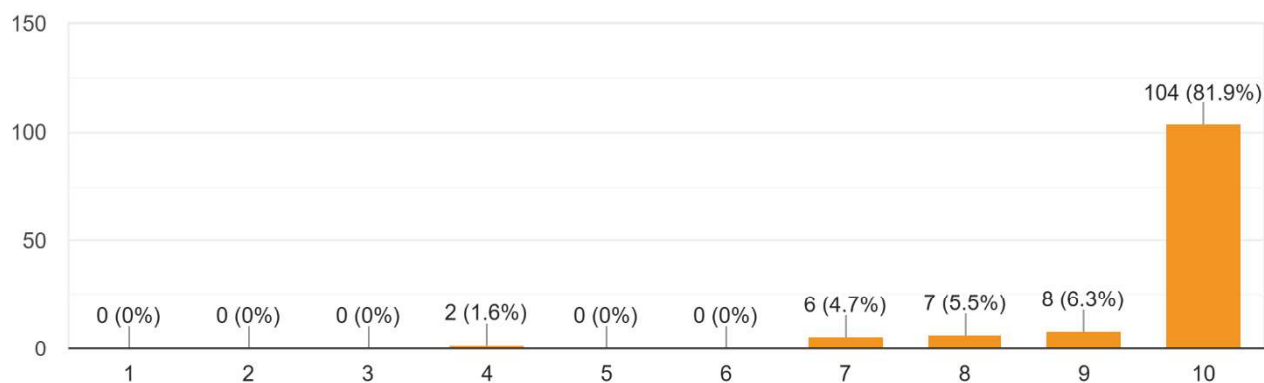
**Average Score:** 8.80      **Strong positive trend**      **Low:** Cam/Dursley 8.06      **High:** illuminate 9.31

**Range:** 3.1% No    86.7% Yes    10.2% Unsure      **Year 10-11:** 8.22      **Year 7:** 8.96

**2023:** 8.9% No    86.0% Yes    5.1% Unsure      **Average Score:** 8.46

11. People of different race, religion, social class, gender identity, and sexuality are welcome and treated equally at The Door.

127 responses



**Average Score:** 9.59      **Very strong positive trend**      **Low:** Cam/Dursley 9.12      **High:** illuminate 9.88

**Range:** 0.0% No    100% Yes    0.0% Unsure      **Year 10-11:** 9.41      **Year 8-9:** 9.66

**2023:** 7.6% No    86.1% Yes    6.3% Unsure      **Average Score:** 8.62

## WHAT COULD WE DO TOGETHER TO SUPPORT THE LOCAL COMMUNITY?

### 1. Help People in Need (38)

- Collect and donate food to a food bank.
- Provide free meals for families who need them.
- Organize fundraisers to support local charities or individuals in need.
- Encourage kindness, inclusion, and positive behaviour.

### 2. Improve Local Spaces & Environment (35)

- Litter picking around streets, parks, and public spaces.
- Plant flowers, fruit, and vegetables in community gardens or parks.
- Create more spaces for young people to gather safely.

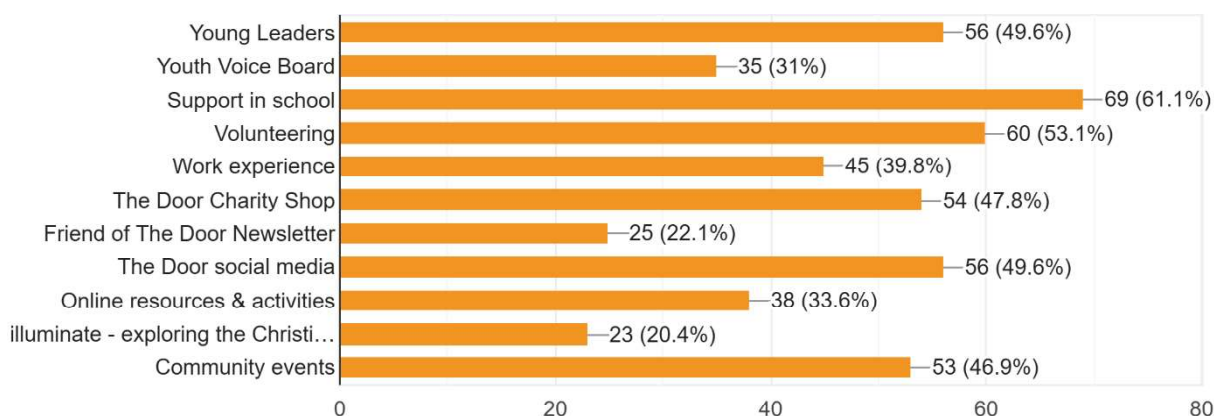
### 3. Organize Community Activities (38)

- Host outdoor activities and sports teams.
- Plan trips or creative activities like drawing and cooking.
- Volunteer at local shops or with other community projects.
- Make leaflets or posters to tell people about projects.
- Use social media or local schools to attract more participants.

## AWARENESS OF THE DOOR SERVICES

14. I am aware there are other services & opportunities to get involved with The Door beyond youth club. Please check all that apply

113 responses



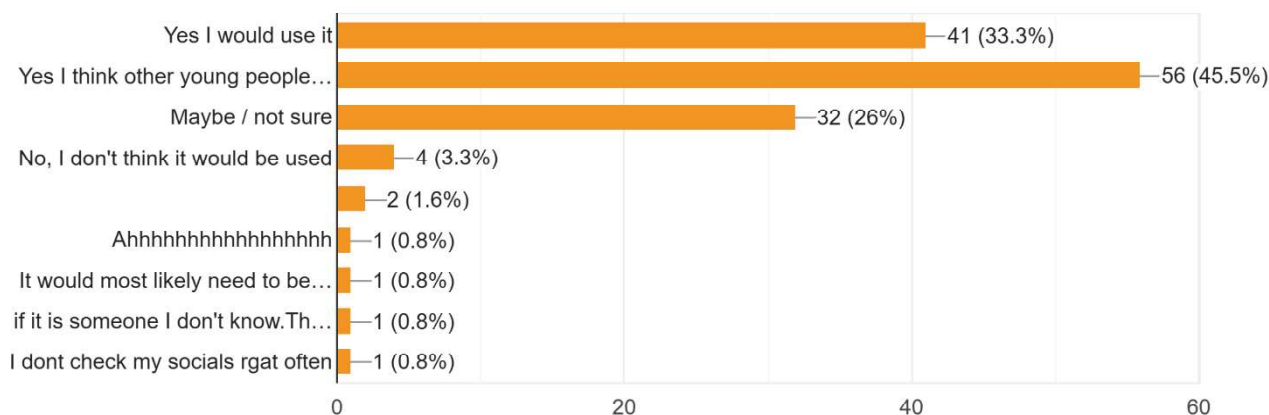
**Most:** 1. School support      2. Volunteering      3. Young Leaders

**Least:** 1. Illuminate      2. Friends @Door      3. Youth Voice Board

## TELEPHONE MENTORING SCOPE

15. If The Door offered a regular online or telephone space where young people could talk confidentially with a trained volunteer for support, w... and if you like can tell us more in the 'Other' box.

123 responses



## COMMUNICATION

What is the best way to keep in touch with you?

1. WhatsApp
2. Text Message (91% in comparison to WhatsApp)
3. School Notices (90%)
4. Through a parent (87%)
5. Door Website (77%)
6. Posters / Flyers (73%)
7. Instagram (66%)
8. Email (49%)
9. Facebook (40%)

# THE DOOR IN ONE WORD



## CONCLUSIONS

- A. There has been a consistent improvement in young people's perception of The Door's service delivery in every single metric measured. Most notably in their sense of safety, being cared for by youth workers and having opportunities to learn new things. Stonehouse in particular has contributed to that final point.
- B. Every centre across the two districts has improved on every single metric. Remarkably, each centre has had the same lead staff member over both 2023 & 2025 survey periods.
- C. It is pleasing that staff comes out as a top reason why young people enjoy and continue to enjoy youth club. They were also able to repeat our values of safe space and non-judgment.
- D. The Door has seen an improved & considerable impact on building young people's confidence, helping them make connections and supporting their wellbeing. However, there is still room for improvement on each of these metrics.
- E. It is not surprising to see food being the no.1 answer to what could make youth club better. The Door is witnessing more young people in food poverty than ever before.
- F. The Door has done considerable work on EDIB in recent years, which is reflected in improved performance on inclusion. EDIB will continue to be a priority going forward.
- G. It is disappointing that illuminate, the youth voice board and our friends newsletter does not appear common knowledge to The Door's service users. However, it is encouraging that The Door's Young Leaders programme is playing a significant role in setting the culture of our youth spaces.
- H. The Door seems to be having the greatest impact on Year 7s. The Door is also effectively engaging older cohorts but should consider how to adapt it's provision to better suit their needs, perhaps in alternative provision.

*NB: These conclusions are by no means an exhaustive list that could be interpreted from this survey.*

## YOUTH VOICE RESPONSE

Coming in due course.

## SURVEY FEEDBACK

26 responses

**Most common positive points:** The survey was easy to complete, clear, and enjoyable.

**Most common negative points:** The survey was too long and some questions were confusing



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

**STONEHOUSE TOWN COUNCIL**  
**YOUTH WORK PROVISION REPORT**  
**DECEMBER 2025 – MARCH 2026**

01453 756 745    [THEDOOR.ORG.UK](http://THEDOOR.ORG.UK)    @THEDOORSTROUD  
UNIT 3, THE CROSS, PARLIAMENT STREET, STROUD, GL5 1DP

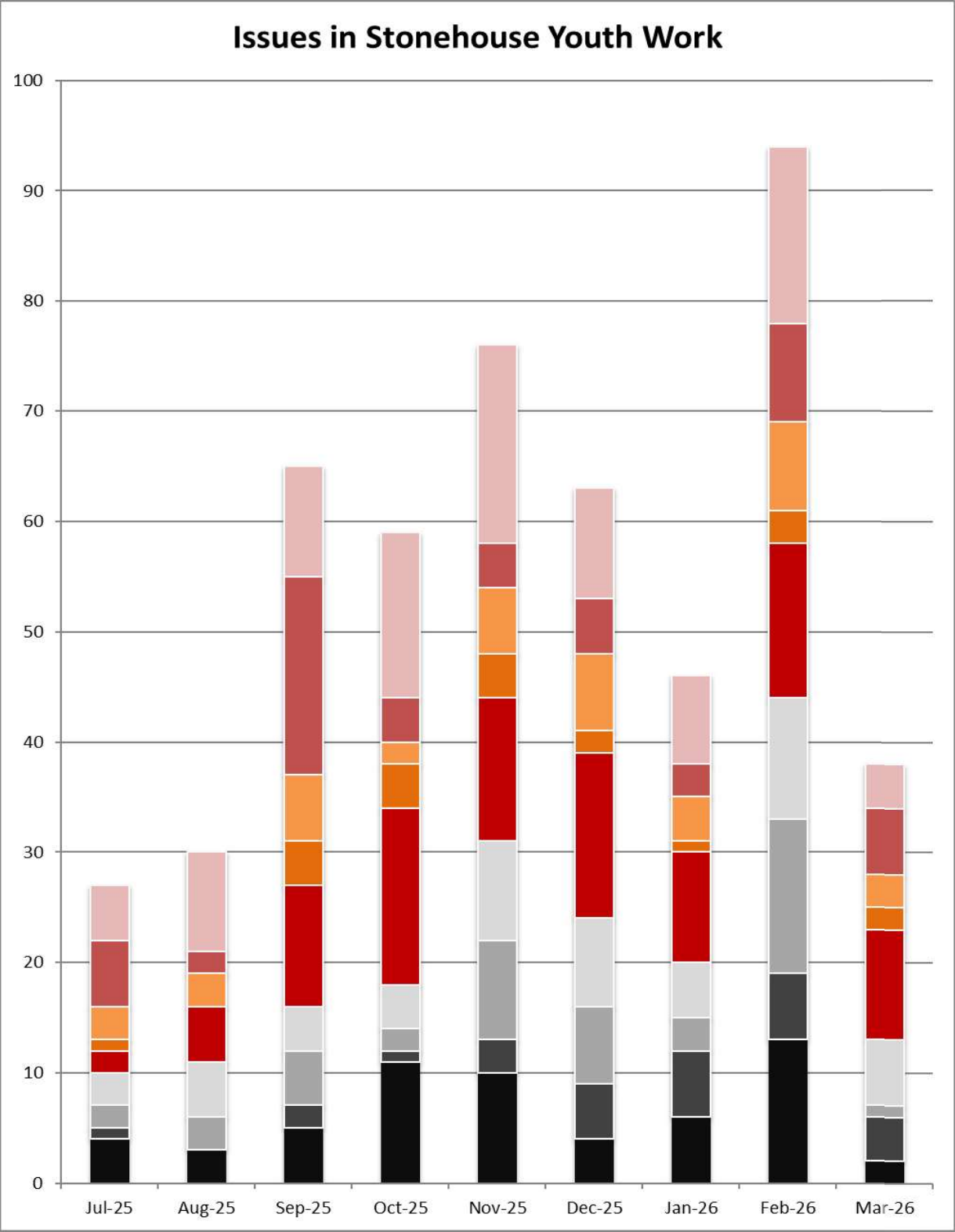
**NYA**  
Quality Mark



Registered with

The Queen's Award  
for Voluntary Service

FUNDRAISING  
REGULATOR



- Mental Health and Wellbeing
- Physical Health and Disability
- Abuse
- Trauma
- Family or Home Challenges
- Substance and Addiction
- Education And School Engagement
- Behaviour and Social Concerns
- Digital Risks
- Criminal and Legal Involvement
- Known Care Needs
- Grooming

### Case Study – Young Leaders weekend

When The Door received the budget for a Young Volunteers activity, it was put to the Youth Voice Board to gauge their interest and ideas on how they would like it spent. The group agreed they thought a trip to build skills, such as teamwork, leadership, meet new people and try new things would be valuable to celebrate the group and bring the young volunteers within The Door together. The consensus was they wanted a residential at PGL. Our treasurer then researched PGL packages to find the best fit for the budget and group's interests.

Of the ten young people, three did not know everyone in the group. Before getting off the coach, we spoke to the group about our next movements, what to expect etc. We used this opportunity to tell the group that there were a few people who did not know everyone and asked to be aware of people on the sidelines and to help them feel included. When assigning their rooms, everyone was seamlessly included. The young people made sure everyone felt wanted, and the new three were chatting, giggling and settling in with the rest of the young people.

Once the rooms were allocated, it could have been a concern that bedrooms would become exclusive friendship groups. However, whenever the group were asked to meet somewhere, the rooms blended, encouraged each other and spoke excitedly about the trip.

Throughout the 3 days there were numerous occasions where the young people showed care and kindness to each other.

In a group problem solving activity, it was a joy to watch each member take the lead in their own style. Everyone spoke up and took it in turns to try out an idea. Everyone listened and championed each idea, trying it until they worked out a solution together.

It was a concern that the group had a high number of holistic food intolerances, particularly when going on the trip with an allocated menu. However, *everyone ate at every meal*. Young people asked for support from youth workers to advocate for themselves, identify their own needs and communicate them with PGL staff. Some said how unusual it was to have three meals a day. One young person said he felt more energized and better in himself than usual and told us it was "impossible to eat 3 meals at home because we literally can't afford it".

This trip was a valuable experience unlike any other. The young people each practiced leadership skills and teamwork in an informal setting. Trust was built between the group and new friendships built. Young people frequently and openly used the phrase "I'm so proud of myself." Everyone was very willing to try new things and constantly put themselves out of their comfort zones.

There were multiple individual success stories over this weekend, to the point where I tried to note them down as they were happening and physically could not keep up with the pace! Here are some of the headlines.

- Young person A identified another member (B) not engaging with silent disco. A approached them and encouraged B to dance. When this was not accepted, A gave the headphones to B's comfort plushie (Dippy) and the two laughed and danced with and via the toy.
- Young person was scared to take part in 1st activity. Youth worker sat with them and reassured them that they could say no and explained each step and when at each step they could withdraw. Other young people offered to do this activity with the young person, and they ended up going twice. Afterwards, the young person said, "I'm so proud of myself, I can't believe I did that." This attitude stuck for the whole weekend.
- Young people pushing themselves and being open to give things a go.
- Young people having the true core belief of safety and trust in being allowed to say "no" and that youth workers will enforce this. This led to young people doing more, going higher and finding new experiences they are seeking to continue at home.
- Young person asked for support on the zip line. Was not sure she could do it. Waited to observe others before agreeing to step into a harness. Strapped their plushie into their harness as she asked a youth worker to walk over to the tower together. I was open about my fear of heights, and halfway up the stairs I found I could not go on anymore! This young person continued alone, walking up two more flights and listening to the pep talk from me beneath her. I asked, "shall I wait at the bottom of the tower or at the end?" she said, "I'll see you when I get down there." This young person did the activity twice, cheered on by the group around her.
- Young person started to initiate spiraling thoughts and shared them with youth worker over breakfast. Practiced a new strategy, setting a timer to share the problem and solve it together. When the 5-minute timer had gone off, the conversation had already shifted onto looking ahead to the rest of the weekend.
- Young Person got visibly panicked when practicing using a flint and steel for fire lighting. Another young person took it from them and distracted people while they regulated themselves. They came back to practice again with the 1-1 support of a youth worker. The young person felt confident enough to give it another go and succeeded!
- Two young people were looking at archery groups in their area on the coach ride home, inspired by their introduction to the activity on the trip.

One parent contacted me after the trip to say.

"Thank you Willow. I was a bit worried about her, she does have anxiety and this time 2 years ago she would have had a panic attack at the thought of the trip and to go not really knowing anyone is huge, I would have struggled. But she was sending me messages, having an absolute blast. Doing things like this is so important to her and her development. Thank you for your kindness, she is amazing, an absolute force of nature and this weekend will have

strengthened that. You must be exhausted! Thanks again, things like this are crucial for children and I hope the leaders have something to celebrate them with, could not happen without you. “

## Notes of Youth working group. 29<sup>th</sup> April 2026

**Present:** Willow, Chris, Teresa and Morwenna from the Door

: Theresa, Val, Carol, Keith, John C from Stonehouse Town Council.

**Apologies:** Keren

### Report highlights

**Key Café:** is open for years 8,9,10 and 11. Numbers growing. And the Thursday hour is helpful for many.

**POD** numbers fluctuate over the year, October to Jan numbers low, but picking up in spring.

**Social media engagement:** again numbers fluctuate but often really about admin rather than issues per se. Do we still need this to be recorded? Is remaining from Covid restrictions.

**Issues graph:** They do not track behaviour in a graph anymore but combined into one issues graph. Staff member record the issues at the end of every conversation or session. Sensitive issues/disclosure issues are dealt with on a case-by-case basis. Immediate action is taken as needed. One to one issues are dealt with in a quiet space/office as needed. Serious issues dealt with under due process. More issues in Feb as more attendance and more trust in staff perhaps. More neglect/bullying being seen on the graph, they may have told us about a past issues, or something still ongoing. Same time line as the spike in Anti-social behaviour in the town.

### Achievements:

Best achievement: Respecting staff, young people respecting the space, others and staff.

Need to get them respecting adults outside the Door as a next step

Increased maturity was a good achievement, as well as learning leadership skills.

Is there a problem with addiction asked John C? Young people may not be telling the Door they are addicted, or not dealing well with managing it? But one young person giving up on a 4 year addiction for example.

Do they like to POD now building has been done up? It is a change so taking a while to accept.

### Overview of activities:

Young leaders led a Christmas karaoke, Christmas dinner, Goodwill went well.

Youth work board several POD young people.

Visit from thrive together neurodiversity group

Young Leaders training in one week, went well for the young people. Basics of youth work, what to do with disclosure etc. One young leader out of education for 6 years, now going back into it.

BBC points west filmed in March.

Met with SPICE and litter champion to get involved there.

Rise in anti social behaviour led by 4 from the POD, seen on CCTV and police reports etc.

Emergency community response meeting to happen, to bring their support organisations together to help solve the issues. The Door are supporting them on a week to week basis. They are fighting in the streets, so police are best to help.

Golden Hinge awards: 23 young people attended, the overall award went to a Pod young person.

**Funding:** expect a 40% or 50% funding of small applications but only 5% on the big applications.

**Maidenhill** engagement still going on: One lunch time a week, and a handful of young people supported on a one-to-one basis. Still work with Sportily, on site.

John C says Maidenhill to open their sports facilities and hoping to get grant for a 3g pitch from central Government.

Willow is now senior Youth work, Morwenna now the youth support worker. Willow is employed full time in Stonehouse through other funding from the Door to do more work with Maidenhill for etc. Other towns where the Door have a presence are Cam and Dursley, Stroud, Fairford and Cirencester.

Litter picking session has happened, they really enjoyed that session.

**Points for future:**

Light outside is kept on for safety of staff, so motion sensor light might be more useful. The youth working group are all happy with the fact that young people do stay outside the POD, young people should be encouraged to be here even when the POD is closed.

Printer for Key café: can we purchase one please or find one please.

Bike lock up shed may be better than bike racks and may be joined with a youth shelter?

POD exterior and ideas for a shelter for young people to be outside. Could be grant for this youth shelter, Willow to look for funding.

John C to check again for pool table material with his contacts.

Thank you for door fixed, shutters are fixed, fire door fixed.

**Wider discussions**

The Door new structure is working well for staff.

Survey report, for example 96% say The Door is a safe space, 94% enjoy the youth clubs, 83% can learn new things. 3 out of 10 young people in communities have had contact with the Door across the district.

**7<sup>th</sup> September 11am next meeting**